

Ministry

Transportation and Economic Corridors

**Describe: Basic Job Details**

Position Name (200 character maximum)

Policy Advisor

Current Class

Program Services 2

Job Focus

Policy

Supervisory Level

00 - No Supervision

**Organizational Structure**

Division, Branch/Unit

SIS Division/Strategic Policy Branch/EC Operations

## Job Purpose and Organizational Context

Why the job exists:

Alberta Transportation and Economic Corridors (TEC) supports Alberta's economic, social and environmental success by building and maintaining a safe and efficient transportation system.

Economic Corridors are trade corridors that provide vital links to markets in and out of Alberta, supporting economic, social, and environmental activity. They connect two or more centers of economic activity (population centers, industry hubs, centers of production) through infrastructure, logistics, technology and policy. This can involve a broad range of infrastructure, including transportation, energy, power, telecommunications and other utilities. In addition to physical infrastructure, corridors include service markets and the coordination of regulations and policies across multiple jurisdictions and/or sectors.

The Economic Corridors Operations unit leads the development of economic corridor policy and program documents, including those related to major policy and engagement initiatives, such as government platform commitments, and provides strategic advice to other senior officials, other departments, and organizations related to advancing economic corridors.

The Policy Advisor reports to the Manager, Economic Corridors Operations in the Strategic Policy Branch, and is an integral team member for the fulfillment of the accountabilities of the unit. This position is responsible for supporting the development and implementation of engagement and policy initiatives that will impact work related to advancing economic corridors.

The position conducts research, jurisdictional scans, and develops draft materials to support the achievement of engagement and policy outcomes.

This position works collaboratively with internal partners to plan, analyze, and support implementation of strategic policies and projects. The position conducts critical analysis of relevant information to inform strategic advice and options on policy and engagement initiatives that support the department's strategic direction.

The results of this work support the Manager, Director, and Executive Director of the Strategic Policy Branch and other branches within Alberta Transportation and Economic Corridors.

## Responsibilities

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

This position provides support to the branch and section in the development of forward-looking, strategic policy, system planning and advice impacting the advancement of economic corridors, including high-profile ministry priorities. This position undertakes the following responsibilities and activities either independently or as part of a cross-departmental or cross-ministry team.

### Policy Analysis and Advice

- Supports project teams by performing research and conducting analysis to inform the development of policy proposals and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential impacts and risks and propose strategies to manage/mitigate identified risks and impacts; and plan for the implementation of policy decisions.
- Evaluate policies, identify strengths and weaknesses of the policies, determine inter-jurisdictional comparisons, assessment of financial and outcome impacts of these policies, and propose changes to amend or update the policies to achieve strategic government policy direction.
- Analyze implications of options, outcomes and the impact on Albertans and consider the views of other internal and external stakeholders in terms of opportunities, risks, costs and benefits of policy options. This includes implementation, delivery mechanisms, and intersectional analysis.
- Draft a range of materials (e.g. letters, briefing notes, reports, presentations, visuals, Cabinet decision-making documents, etc.) for recommendation to senior officials and executive team (e.g. Director, Executive Director, Assistant Deputy Minister, Minister, etc.).

- Develop coherent, logically presented materials in a timely manner, often under short timelines and with competing priorities.

- Support internal, cross-ministry and cross-government committees, as required.

#### Project Management

- Support policy development and stakeholder engagement activities, projects and events, including drafting project plans and meeting materials.

- Supports development and implementation of communication strategy(s) and plan(s), key messages, and question & answer materials for Cabinet-bound packages, public releases and announcements, website and other modes of delivery.

- Work with internal colleagues to develop and monitor implementation and evaluation plans.

- Provide coordination, development, and facilitation support to internal and external teams involved with transportation policy issues.

- Support project planning and monitoring activities for research and policy development projects and engagement projects including: defining the scope of the initiatives to be undertaken, defining activities and resources required to meet the project goals, identifying risks and developing risk management strategies, evaluating project results.

#### Engagement and Consultation (with Key Stakeholders, Clients, and the Public at large)

- Supports project teams to identify, research, and develop engagement plans and actions; analyze implications of options, outcomes and the impact on Albertans; identify potential risks and propose strategies to manage/mitigate identified risk.

- Support internal or cross-ministry committees. Provide information to support departmental, inter-departmental and inter-governmental committees and working groups to ensure the view of the branch and Ministry are represented and considered in discussions.

- Liaise and collaborate with subject matter experts to advance leading edge thinking and research.

- Support and/or coordinate various aspects of stakeholder engagements meeting logistics (internal and external) to obtain information and input regarding policy issues.

#### Issues Management

- Provide concise and relevant information and analysis on various action requests.

- Supports development of a resolution, response or recommendations for action by other areas or executives, to complex issues related to aspects or clients related to economic corridors.

### **Problem Solving**

Typical problems solved:

This position requires analytical and problem-solving skills to respond to sensitive, diverse and complex issues as they pertain to economic corridors. Integration of objective evidence into policy considerations is a key aspect of this position.

In addition to having a basic understanding of economic corridors, this position must also have working knowledge and awareness of the complex interrelationships between the various aspects of the transportation system. The ability to work on diverse policy issues affecting the advancement of economic corridors and transportation infrastructure is important.

The position may be required to support multiple projects and tasks at the same time, assess competing priorities, work with a wide range of staff and stakeholders, manage expectations, and build effective relationships to move

initiatives forward.

The Analyst must also:

- Demonstrate organization and time management skills, and readily assess and adapt to changing priorities while maintaining resilience and working effectively in changing environments.
- Consider broader impacts, connections and emerging trends when providing information and analysis in the development of policies.
- Use excellent interpersonal skills and strong communication skills to build networks and trusting relationships with colleagues and key stakeholders and contribute to conditions that allow people to work collaboratively.
- Use creativity and collaborate with Ministry staff to provide advice and recommend innovative solutions to management.
- Be self-motivated and demonstrate a proactive drive for results.
- Conduct accurate research and analysis of information relevant to decision making and planning activities, as decisions may be made based on the information presented by the position.
- Apply project management philosophies, tools and skills to plan and coordinate assigned actions and deliverables.

Types of guidance available for problem solving:

The types of guidance available for day-to-day job duties include:

- Legislation, regulations, policies and procedures;
- Templates for completing documents;
- Historical records that provide previous research and examples; and
- Regular conversations with Senior Policy Analysts, the Manager of Economic Corridor Operations and other departmental experts with subject matter expertise.
- Typically, assignments are defined and outcomes are stated.

Direct or indirect impacts of decisions:

The direct and indirect impacts of decisions include:

- Decisions on legislation, regulations, policies, and engagements are influenced by the information presented by this position.
- These decisions ultimately impact the safety, economic, environmental, and social vitality of Albertans.

## Key Relationships

Major stakeholders and purpose of interactions:

- Director - Provide information on project progress, as required.
- Manager - Provide frequent information on project progress, identified risks, proposed resolution of issues.
- Branch Members - Information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Project Team Members - Regular information sharing, coordination of activities related to projects, provide support for resolution of issues.
- Other GoA Staff - Information sharing, coordination of input, and updates on project status, as required.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Policy, Public administration, Economics plus experience. Equivalencies will be considered.

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

### Knowledge:

- Proficient in the use of Microsoft Office tools including: Word, Excel, Publisher, and PowerPoint.
- Knowledge of Adobe Professional tools, including Adobe Acrobat Pro.
- Knowledge of survey tools, such as Opinio or SurveyMonkey.
- Current knowledge of issues impacting the advancement of economic corridors.
- Understanding of the theory and practice of policy analysis, including complex, multi-stakeholder policy and program development process, policy planning and decision-making processes within government.
- Awareness of theory and practice of problem-solving and analytical techniques.
- Awareness of the theory and practice of engagement/consultation, including multi-stakeholder engagement development processes, engagement planning, analyzing results.

### Skills:

#### Interpersonal

- Teamwork, relationship building, and interpersonal skills (e.g., networking, relationship building, active listening)
- Shows flexibility and willingness to adapt to new situations.

#### Policy Development

- Applies appropriate policy research/evaluation and option development techniques.
- Well-developed and proven research and policy development skills.

#### Consultation

- Quantitative and qualitative data analysis skills and coordination of logistics

#### Project Management

- Create work plans for tasks, which includes developing schedules to complete tasks

#### Leadership

- Sound problem-solving skills

#### Communicating

- Strong written, verbal and interpersonal communication skills, including communication and presentation skills

#### Time Management

- Strong organizational and time management skills with the ability to prioritize to meet deadlines.

### Abilities:

- Self-motivated, capable of handling a wide range of project responsibilities.

- Ability to work in a changing, complex, multi-disciplinary environment that includes group work requiring the ability to successfully present, engage and facilitate input from multiple parties and to manage varied expectations through the process.
- Ability to support and coordinate a variety of tasks, handle tight deadlines, multi-task and re-prioritize workload.
- Ability to provide clear, concise and precise briefings, reports, and other written documentation for manager and executive audiences with reliable interpretations and findings based on research, consultation and high-quality value-added analysis.
- Ability to scan a substantial amount of material and determine relevant information.
- Ability to synthesize information into options and recommendations for simple policies and consultations.
- Ability to establish and maintain effective working relationships and deal professionally with departmental staff, GoA staff, external stakeholder, and the public.
- Ability to develop creative solutions.

**Education**

- Undergraduate degree in a relevant field, such as public administration, economics, business or social sciences, and related work experience.

**Work Experience:**

- Experience in researching, assessing and analyzing qualitative and quantitative information, and developing recommendations, preferably in public policy.
- Experience in supporting external/public engagement and consultation.
- Experience in writing and presenting.
- Transportation and/or economic development -related experience is a significant asset.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>Considers inter-relationships when evaluating, researching, and conducting policy analysis and helping others apply this.</p>

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Works in projects teams to complete tasks and own performance, and ensures assigned actions are completed in a way consistent with direction and required timelines.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>Regularly adapts to changing priorities, adjusts deliverables to take advantage of opportunities, explains the impact of changes to projects to management.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>Uses research and analysis to find ways to improve systems and policy.</p> <p>Develop surveys and engagement discussions guides.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Develop engagement plans.</p> <p>Supports discussions during engagements.</p> <p>Uses enthusiasm to aid and enhance project teams.</p> <p>Acknowledges and works</p>

			with diverse perspectives on project teams, often from other departments and business areas.
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