

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:

factors, economic development opportunities, and ultimately informs strategic decision-making and program/policy development.

The incumbent will be required to lead and support various research projects with competing priorities. The incumbent supports and influences policy development with a wide audience including GoA departments, elected officials, industry, and stakeholders. The role will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis; provide strategic and policy advice related to strategic economic development, and more broadly to identify opportunities to stimulate business growth, job creation, and increase investment.

Working closely with team members including the Managers and Directors in the branch, this position is responsible for contributing to Department processes and ensuring an effective flow and exchange of information and advice among affected stakeholders on a cross section of economic and business development public policy issues. This requires extensive problem solving, systems thinking, decision-making, relationship development and business communication skills. The incumbent may represent the department in interdepartmental work teams and cross ministry teams.

Critical to this role is a broad knowledge and understanding of current and emerging economic and public policy issues and their sensitivities, and the ability to conceive innovative solutions that balance competing perspectives and interests of public and private stakeholders. The incumbent's leadership in this context will help achieve the business plan goals and fostering solutions to support regional economic development and inform economic strategy and program development in Alberta.

Responsibilities

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

1. Policy and analysis-related information is developed and disseminated to Ministry representatives and senior management to ensure understanding of regional economic development policy issues and challenges to support informed planning and decision-making.

Activities:

- Consults and coordinates with ministry staff, interdepartmental contacts, and external stakeholders where appropriate to develop policy options that support planning and development of economic development policies.
- Researches, analyzes, and evaluates data and information pertaining to economic development issues from diverse sources including legislation and policy documents, statistical reports, and regional development plans.
- Drafts briefing notes and correspondence responding to broad regional policy and other related issues.
- Provides ministry representatives with information related to emerging trends and issues with the potential to impact economic policy, and ensures managers are informed of activities in other divisions, ministries, and orders of government that may affect ministry policies and responsibilities.

2. Jurisdictional and environmental scanning, and research services are performed to inform and support the development of regional economic development policy and programs that serve to increase Alberta's economic growth.

Activities:

- Identifies significant economic development policies and advancements at provincial, national, and international levels with potential to inform Alberta's priorities.
- Analyzes collaboration issues and developments to identify trends with the potential to impact ministry policies, summarizing findings for consideration of ministry decision-makers.
- Manages projects from beginning to end involving extensive detailed policy, cross-jurisdictional comparison and analysis, and economic analysis.
- Researches, critically reviews, and synthesizes new and existing literature on economic development issues and economic trends obtained from a variety of sources (i.e., academic journals, administrative publication, government studies, books, newspapers, etc.).

3. Provides expert advice and recommendations on a range of economic development topics and issues including those related to existing business supports and projects within the scope of the division's priorities.

Activities:

- Collaborates with JET staff to ensure coordination and integration of activities and promotes collaboration within the ministry and regional stakeholders.
- Participates in cross-ministry committees, teams, and working groups, providing regional development

perspectives and expertise to ensure thoroughness and consistency in policy and program development.

- Participates in cross-ministry working groups to support initiatives such as Indigenous Protocol Tables, supporting Indigenous governments with their efforts to achieve long-term economic sustainability in the communities they represent.
- Collaboratively develop and monitor performance measures for targeted activities and projects.

4. The Manager, Director and Executive Director are supported in achieving the mandate and goals of the Unit/Branch.

Activities:

- 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, and 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 regional economic development policies, programs, and functions.
- Actively contributes to the development of and reporting on unit and branch level business plans.
- Conduct other divisional, cross-ministry or special assignments as requested by the Director.

Problem Solving

Typical problems solved:

This is a senior professional position requiring knowledge, experience, and skills in communicating with senior officials from other departments, governments, and industry. Due to this type of interaction, the position will be expected to be aware of broader implications of this work and make independent decisions associated with operational items affecting the primary responsibility areas with this awareness in mind.

The problems and issues dealt with are often complex and require a high level of creativity and independence to conduct research to define issues, identify implications and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of the Alberta's economy and its strategic priorities when providing information, analysis, and planning advice.

The incumbent works with considerable independence in dealing with policy matters, often in areas of ambiguity, and multiple determining factors. Considerable knowledge and judgment are required. Precedents do not always exist requiring the incumbent to research, problem solve, and use effective consultation skills and sound judgment to generate recommendations within tight timelines and an often fast-paced environment. Guidance is mainly provided by the manager, director, inputs from relevant stakeholders, and direction from the Executive Director. Organization and time management skills are critical to the incumbent's success in this position. The position has responsibility for complex projects that involve goal setting, leading teams, interaction with various groups and individuals, and meeting tight timelines for delivery of results.

Types of guidance available for problem solving:

The Manager provides broad direction and guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated; however the incumbent is expected to function with a strong degree of independence. The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan. 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 successful regional economic development in the province. The position coordinates and leads economic development and diversification policy, and program assessment and development with cross-ministry teams. This position provides expert advice and relevant leading practice information on economic development to foster economic growth and to improve and promote economic development. While some projects are long-term or ongoing, more often the incumbent must respond or help to respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues. Some requests are very sensitive, and many have short turnaround times.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Executive Director, and Assistant Deputy Minister periodically (as required) provide direct input on economic development policies and specific initiatives.

Manger (daily) to provide comprehensive analysis research, analysis and interpretation of options to address Unit priorities; develop presentations, briefings, recommendations and papers; provide intelligence to support their work and inform the Director's participation in various initiatives.

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 policy projects; provide technical guidance or advice; communicate regarding analyses and research results and broad economic development matters and risks.

Cross ministry initiatives / teams (as required) to participate in projects; lead/coordinate specific consultations; present ministry inputs. Projects might involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan.

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

Stakeholder and right-holder groups and jurisdictions (as required) to consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions; to inform policy and/or strategy projects and industry stakeholders.

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:

Related discipline such as Public Policy, Business, Economics, Economic Development.

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

- Minimum four years of experience, working in progressively more complex roles.
- Broad experience preparing and providing options analysis, reports, briefings and presentations.
- Possess superior project management knowledge and experience.
- Extensive knowledge of economic development concepts, processes and practices.
- Extensive knowledge of public and not-profit sector programs applicable to economic development and how they apply and can benefit Alberta.
- Detailed knowledge of business, industry, export, and economic drivers, and their key issues and impact on the Alberta's economy.
- Well-developed research, analytical, and problem-solving skills to interpret key economic and regional business indicators, and to develop appropriate responses and processes to maximize economic and business growth.
- Have practical knowledge on economic, statistical, and cross-jurisdictional cost benefit analysis.
- Knowledge of provincial and federal legislation, policies, and programs/supports related to economic and business development.
- Ability to lead efforts among diverse teams in developing strategies, analyses or policy and program development.
- Possess a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Strong written, and verbal communication skills.
- Critical thinking and analysis.
- 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		
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"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>The incumbent is expected to have a broad perspective, not only in looking at economic development linkages in the sector of focus, but also of the long-term developments impacting Alberta's economy.</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"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Position seeks inputs from other branches/divisions and the relevant stakeholders to ensure understanding of the required analysis and continuing to communicate with them until the completion of the project.</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"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Position often works in situations where obstacles encountered might not have a clear path to resolution. Direction can often change quickly, so need to adeptly adapt and re-purpose.</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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>The incumbent is expected to achieve goals by planning the approach, executing the plan, and collaborating with relevant colleagues and stakeholders to achieve results. Position has responsibility to proactively conduct research and environmental scanning to build awareness of economic trends and issues at the provincial, national, and international level.</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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Position is expected to independently execute research projects that support policy and strategic foresight efforts, which are multi-faceted and may not have precedents. Ongoing engagement within the Ministry is essential to provide strategic advice and share policy options.</p>

Benchmarks

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

Policy Advisor (023PS10), Environmental Assessment Coordinator (024PS37).

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.

_____	_____	_____
	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
_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature