

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Trade Policy Officer

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Trade, TP&C / International Trade Policy

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Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Int Trade Policy

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The International Trade Policy and Negotiation (ITPN) Unit is responsible for coordinating the Government of Alberta's (GoA) engagement in the negotiation, implementation, and ongoing management of international trade and investment agreements; international trade and investment disputes; and other international trade policy issues. This work is undertaken under the framework of Canada's international trade commitments, including in multilateral fora (e.g., the World Trade Organization) and other bilateral or regional international agreements and initiatives (e.g., the Canada-U.S.-Mexico Agreement (CUSMA), the Canada-EU Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)).

The Senior Trade Policy Officer is responsible for providing research and analysis, and for coordinating engagement with relevant technical contacts with this department, Government of Alberta, and federal and provincial governments, to develop responses on trade policy issues related to trade in goods, market access, trade barriers and trade irritants.

This work contributes to the development of a stable, transparent, rules based international trade and investment regime, which supports departmental priorities related to export growth, the promotion of trade, and the facilitation of inward investment.

Responsibilities

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

Identify Alberta's priorities and develop policy positions in international trade negotiations and the implementation of trade agreements.

- Analyze trade negotiations to identify and assess implications for Alberta - monitor negotiations, engage in federal-provincial-territorial discussion of issues, review negotiating text, make recommendations on the provincial response or approach.
- Solicit and synthesize information and views from other departments on trade negotiations, engaging with relevant technical experts.
- Analyze completed trade negotiations for their impact on the province, including by providing summary information and identifying any go-forward issues.

Identify Alberta's priorities and develop policy positions in the ongoing management of trade agreements.

- Participate in or monitor administrative processes related to existing trade agreements, including working committees, embedded negotiating commitments, and reporting requirements.
- Engage in reviews of proposed GoA measures to assess their compliance with trade obligations.
- Support efforts to coordinate Alberta's response to international trade disputes involving provincial measures, as needed (e.g., including through the development of briefing material, participation in meetings, engagement with affected departments, liaison on advocacy initiatives, etc.).

Ensure provincial priorities are effectively represented within Canada and with international trading partners, as appropriate.

- Liaise with federal government contacts and contacts in other jurisdictions, as necessary, on trade policy developments in Canada and internationally that have implications for Alberta.
- Represent ministry and/or Alberta at federal/provincial meetings and conference calls on trade policy issues; prepare reports, commentary and recommendations as needed.
- Represent Alberta in Canadian delegations related to trade and investment negotiations or international trade institutions
- Coordinate ministry-led interdepartmental meetings where trade policy issues are discussed.
- Prepare briefing material and correspondence on trade policy issues of importance to Alberta, for internal, interdepartmental, intergovernmental, or public distribution, as required.

Identify and address trade policy issues of relevance to the province; provide research and analysis of trade policy issues affecting Alberta.

- Monitor and assess the implications of global trade policy issues/initiatives on Alberta, with a particular focus on bilateral trade irritants (such as trade remedy actions in foreign countries that affect Alberta).
- Coordinate research and analysis on trade policy issues as needed. Initiatives may be undertaken internally or via cooperation with other departmental units (e.g., responsible for data analysis, international relations, etc.), external contracts, or other approaches as necessary.
- Review publications, position papers, studies, etc. to identify issues, positions, and recommendations related to trade policy. Determine relevance and compatibility of issues, positions and recommendations with Alberta trade policy priorities. Make recommendations for Alberta approach or response.

Problem Solving

Typical problems solved:

The Sr. Trade Policy Officer will monitor and analyze international trade policy issues of importance to Alberta; assess Alberta's interests, based on analysis and stakeholder engagement; develop policy responses; and promote Alberta's interests, primarily via engagement with the federal government and other provinces and territories.

Briefings and analysis prepared by the Trade Policy Officer are used to provide advice and recommendations to the Deputy Minister and Minister, as well as to other departments. The Trade Policy

Officer's work is also used in the development of advice and recommendations to the federal government on Alberta's trade priorities.

Potential problems include, e.g., identifying the impact of a proposed trade negotiating position on Alberta and developing Alberta's policy response; examining Alberta programs in the context of international trade obligations; identifying the potential impact on Alberta of a trade barrier imposed by a trading partner and identifying and pursuing options to mitigate the impact; etc.

The issues dealt with are often complex and unique. Past precedent informs Alberta's policy responses, but a high level of creativity and independent research is also required to define issues, identify implications, and develop appropriate solutions and recommendations.

Types of guidance available for problem solving:

- Policy direction from Executive Council and Minister/Deputy Minister
- Direction from ITPN Unit senior staff
- Existing precedent
- Trade data, research, and analysis
- Consultation with stakeholders - GoA ministries, federal/provincial/territorial counterparts, industry, academia, etc.
- Consultation with JSG legal counsel

Direct or indirect impacts of decisions:

The Senior Trade Policy Officer is involved in complex and potentially politically sensitive initiatives, the end result of which is to establish Alberta's policy position related to international trade issues. The initiatives and projects involve almost all ministries and can have effects across the Alberta economy.

Key Relationships

Major stakeholders and purpose of interactions:

- ITPN Unit - reporting through the Manager and Director
- Other JETI divisions and units with a focus on trade competitiveness, promotion, investment policy, industry relations/development. Ensure a coordinated approach to policy issues and program development with trade policy implications.
- Other Alberta departments, with a particular focus on members of the Interdepartmental Trade Policy Committee. Provide GoA officials with trade policy information and identify relevant interests, priorities, and concerns.
- Federal officials responsible for international trade. Ensure that Alberta is fully informed of trade policy issues and the federal government is fully informed of Alberta positions on these issues.
- Business and industry associations, academia, and other stakeholders. Ensure stakeholder input on trade policy issues and broader academic discourse on trade policy issues affecting Alberta.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|----------------------------|-----------------------|-------------------------------|-------------|
| Bachelor's Degree (4 year) | Public Administration | Law | |

If other, specify:

MBA, economics, international trade policy or trade law specialization

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

- Knowledge of key concepts in international trade policy and international economic relations.
- Knowledge of Alberta trade policy objectives and ability to align work activities with those objectives.
- Strong analytical skills and ability to identify and synthesize relevant information/data from varied sources.
- Knowledge of quantitative and qualitative research methods and practices.
- Strong communication (verbal and written) skills. Attention to detail, grammar and ability to both compose and edit written material including formal correspondence and briefing material.
- Able to work effectively independently and as a team member.
- Ability to anticipate and respond quickly to client needs.
- Ability to manage multiple requests, competing priorities and to meet tight timelines.
- Post-secondary degree or advanced degree in economics, business, law, international trade, or a related

area with a minimum of 4 years experience.

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 type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Integrates broader context into planning:</p> <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 | In developing policy responses, this position must consider the larger international, national, and provincial policy context and how it affects Alberta trade policy interests, as well as the impact of current choices on future policy decisions. |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input into change initiatives Maintains stakeholder relationships | This position must maintain strong cross-departmental and external linkages to ensure effective information exchange, collaboration, and policy development. |
| 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 | The position is expected to achieve goals by assessing the situation, developing an engagement plan, seeking the best resolution - potentially in the context of competing interests - and collaborating with relevant colleagues and stakeholders to achieve a satisfactory outcome. |
| Agility | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes | This position often works in grey policy areas; situations and obstacles encountered are often nebulous without a clear path to resolution. Circumstances can often change quickly, so need |

| | | | |
|--|--|--|----------------------------------|
| | | <ul style="list-style-type: none">• 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 | to be able to adapt and refocus. |
|--|--|--|----------------------------------|

Benchmarks

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

Policy Analyst (024PS63)