

## New

Ministry

Transportation and Economic Corridors

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Analyst

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)

#### Organizational Structure

Division, Branch/Unit

Strategic & Integrated Services, Strategic Policy Br.

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:

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 also include service markets and the coordination of regulations and policies across multiple jurisdictions and/or sectors.

Under the general direction of the Manager, Economic Corridor Operations this position supports priority work regarding the development of economic corridors. The Senior Policy Analyst will be part of a team of Analysts within the Economic Corridors Unit of the Strategic Policy Branch.

#### Responsibilities

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

**Advancement of Economic Corridors:**  
- Support the development, implementation, monitoring and continuous improvement of recommendations in

alignment with established priorities and processes. This includes identifying next steps regarding the advancement of priority corridors in coordination with affected program areas and ministries.

- Conduct effective environmental scanning, research and related analytical functions to support ongoing policy and program work.
- Develop innovative industry intelligence systems and processes to support the provision of evidence-based recommendations for decision-makers.
- Analyze relevant data to ensure the Economic Corridors unit's understanding of the current state, leading practices, potential impacts and key considerations related to Alberta's transportation and logistics networks.
- Identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions, as well as developing associated recommendations.
- Present economic corridor perspectives within broad government policy options and decisions.
- Provide professional advice in matters related to the planning and design of economic corridors.
- Manage external contracts for the full contract cycle, including preparation of Requests for Proposals and managing the process of evaluating, hiring contractors and monitoring deliverables.
- Support the Manager and Director in the integration and coordination of significant programs, processes, and systems across a number of ministries (e.g., TEC's Capital Planning Process, federal-provincial-territorial forums, stakeholder groups, existing infrastructure priorities and government budget cycles), to establish a unified economic corridors approach across the whole of government.

#### **Stakeholder Engagement:**

- Coordinate economic-corridor based engagements with stakeholders.
- Develop and maintain strong working relationships with internal and external stakeholders involved in or affected by economic corridor development or advancement.
- Support relationships across government and industry, including the gathering and sharing of industry intelligence that pertains to economic corridors.
- Participate on cross-functional teams to connect stakeholder intelligence with research and leading practices on economic corridors.
- Represent the branch, division, or ministry at forums with various stakeholders and support meetings of other ministries to inform work on economic corridors, fostering multi-lateral conversations and information sharing.

#### **Analysis and Information Requests / Action Requests / Briefings:**

- As directed by the Manager, the Senior Policy Analyst will develop briefing notes, presentations, action request responses, research papers, recommendations, ministerial correspondence, information projects, and other documents/products to inform Executive Team and Minister.

#### **Leadership and Employee Development:**

- Support colleagues in identifying innovative and effective approaches/alternatives, anticipate stakeholder reactions, and manage issues and relationships effectively.
- Provide strategic, advice, analysis and comprehensive guidance to the Manager and Director.
- Collaborate with other program area colleagues to build and sustain open and effective communication channels and mechanisms for information sharing, ensuring connection between policy stakeholder engagement and program delivery.
- Demonstrate Alberta Public Service Values of Respect, Accountability, Excellence, and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and, foster a positive and inclusive workplace.

- The Senior Policy Analyst may on occasion be asked to act for the Manager, Economic Corridors for short periods.

## Problem Solving

Typical problems solved:

Problems are multifaceted, complex, and shaped by provincial priorities, political influences, and system needs. Judgment is required to provide focus and results with short timelines for resolution. The Senior Policy Analyst will synthesize high volumes of information to produce quality recommendations, industry assessments, briefings, and reports.

This position works with a variety of internal and external stakeholders that requires skills in balancing the interests of all participants and maintaining progress in spite of competing priorities to achieve mutually beneficial results for all involved parties.

Types of guidance available for problem solving:

This position works within the parameters of established legislation, policies, plans and guidelines.

The Senior Policy Analyst will rely on the Manager to provide general guidance, a review of work for quality of analysis, research provided, and recommendations and conclusions developed.

Direct or indirect impacts of decisions:

Economic Corridors play an important role in economic, social and environmental success of the Province. As corridors include different types of infrastructure, which may be used to move a variety of goods and services, and may stretch across multiple jurisdictions, this position will need to work with external/internal stakeholders, partners, and Federal-Provincial-Territorial (FPT) counterparts.

Resolution of specific issues may be guided by departmental policies and procedures, and emerging/overarching provincial priorities. Where appropriate, assistance and a framework for resolving problems are provided by the Manager, who provides desired objectives and outcomes for problem resolution. The Senior Policy Analyst can also leverage existing relationships with other government departments (both federal and provincial), industry and/or other stakeholders. Unit, branch, division staff, and other contacts within the system also provide guidance and support to this position.

## Key Relationships

Major stakeholders and purpose of interactions:

- Manager, Economic Corridor Operations: The Manager is the Senior Policy Analyst's supervisor. The Manager will provide direction on tasks, duties, and responsibilities related to the advancement of the economic corridors file.
- Director, Economic Corridors: To discuss the delivery of comprehensive research and analysis, including the interpretation of options to address the unit's priorities.
- Unit Staff: Daily interaction to support collaborative progress toward achieving division goals and objectives; and to assist in the development and preparation of reports and other materials.
- Federal-Provincial-Territorial (FPT) partners: To advocate and advance ministry and government priorities.
- Other ministries: To act as a key contact with other ministries as needed, to ensure that TEC as a whole is well enabled to meet its objectives in the context of economic corridors.
- External stakeholders: To act as a key contact with external stakeholders as needed, to ensure that input, feedback or any questions are addressed in a timely fashion.

## Required Education, Experience and Technical Competencies

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

If other, specify:

A university degree in a related field. Graduate degree is considered an asset.

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

**Qualifications:**

- A university degree in a related field, supplemented by at least four (4) years of progressively responsible experience in a policy/program environment.

- Assets include: a Master's Degree in a relevant field; experience developing visuals to support briefings and communications; experience with Geographic Information Systems (GIS) technology and graphic design.

**Other Knowledge and Experience:**

- Knowledge of Alberta's economic corridors and those outside the province that Alberta relies on.

- Experience gathering and analyzing various sources of information and preparing reports with recommendations.

- Experience working in fast-paced environments.

- Experience developing strategies , action plans, and implementing high-priority initiatives.

-This position relies on political acumen and an understanding of government policies and processes for decision making, negotiation, issues management, and consensus building in order to adequately advise and support the Manager and Director.

-Strong interpersonal and problem solving skills are essential to being able to coordinate timely and effective issue resolution given the constrained environment.

-Strong Communication Skills (both written and oral) are required.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>This role must obtain insight and relevant perspectives from subject matter experts to ensure the development of appropriate and impactful strategies. The incumbent must be aware of potential risks and unintended consequences.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> </ul>	<p>This position is expected to proactively research projects and support the unit's strategic foresight efforts, which are multifaceted and may not have set precedents.</p>

		<ul style="list-style-type: none"> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	Works on project teams to complete tasks, and ensures assigned actions are completed in a way consistent with direction and required timelines.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Strong interpersonal and advanced communication skills are required to support strategic initiatives on behalf of the Department with industry and other governments.
Develop Self and Others	○ ● ○ ○ ○	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	This role is expected to demonstrate APS values and empower colleagues to realize their potential in delivering quality work and advice.