

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Fiscal Policy Intern

Requested Class

Program Services 2

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

Economics and Fiscal Policy

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:

Economic and Fiscal Policy (EFP) is responsible for the development, interpretation and analysis of economic, fiscal, and statistical data to support cross-ministry policy development and decision-making. The Intern will be provided an opportunity to learn and gain a broad understanding of the functions and responsibilities of branches within the EFP Division, and will participate in, and be responsible for, tasks and projects that contribute to the work and functions performed by the division.

Over 24 months, the Intern will be given a wide exposure to economic analysis and forecasting, policy development and analysis, federal and provincial fiscal relations, the legislative and government decision-making process, application of specific legislation, provincial fiscal management and reporting, and the production of demographic and social statistics.

The Intern will rotate between four branches and is expected to gain the following knowledge:

- availability of data, its appropriate uses and limitations;
- the priority policies of the government and the various branches' roles in ministry and cross-government initiatives;
- Alberta's fiscal framework and key economic and demographic drivers/trends in the province, including important industry sectors and variables that impact the province; and
- the responsibilities of various levels of government, their relationships and the province's positions on major issues.

Responsibilities

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

Gain an understanding of the following in each of the four branches in EFP:

Economics and Revenue Forecasting (ERF)

- Produce at least one Economic Spotlight (topic of interest to Alberta).
- Participate in compiling the Weekly Economic Review. Should be provided with several opportunities to write the Review, and may even be assigned this responsibility.
- Participate in compiling the Labour Force Survey analysis, with the opportunity to write it at least once.
- Attend meetings where ERF participates, even if it is simply for the purpose of observing and learning.
- Attend meetings during the development of the provincial revenue forecast.
- Take advantage of learning opportunities, especially economic- related presentations and speakers (e.g., cross Ministry Macroeconomic Forecasting group).

Tax Policy (TP)

- Participate in or be responsible for a tax related research project.
- Analyze tax implications of policy changes outlined in documents such as minister's reports, draft legislation/regulation, and/or ministry business plans/budgets, and provide comments and recommendations.
- Respond to public inquires, such as phone calls and letters. This includes the preparation of correspondence on behalf of the President of Treasury Board/Minister of Finance.

Policy and Strategic Supports (PSS)

- Participate in the preparation of at least one provincial budget analysis and one federal budget/spring economic update.
- Respond to public inquiries. This includes the preparation of correspondence on behalf of the Minister of Finance (e.g., Action Request responses).
- Participate in, or be responsible for, at least one research project which examines a policy or fiscal issue with a significant potential impact on the Government of Alberta's finances.
- Attend meetings in which PSS participates (including cross-ministry meetings).

Office of Statistics and Information (OSI)

- Assist with cleaning and manipulation of OSI data sets.
- Assist with OSI's long-term statistical projects (e.g., CSD estimates, GDP estimates).
- Respond to cross-ministry and public statistical requests.
- Assist all areas of OSI (Economic, Demography and Geo spatial Statistics) with ad hoc data requests, short-term analytical and statistical projects.
- Attend cross-ministry meetings to assess or become involved in potential data requests and projects.

Problem Solving

Typical problems solved:

The intern will have experience with the duties and responsibilities that impact the division, Ministry and some other government ministries and entities.

By working on multiple projects, the intern will interact with various officials throughout the division and on many different levels.

Accurate analysis of the information gathered is crucial to relevant decision making and planning activities.

Position researches and takes part in making recommendations to resolve issues and may provide input into the development of department procedures and/or corporate policies.

Types of guidance available for problem solving:

Under the guidance of the supervisor, the intern will develop a government-wide fiscal lens to his/her analysis and political acumen.

Additionally, the intern will require a solid understanding of economic theory and a wide variety of skills including strong problem-solving, communication and collaboration.

The intern role is a junior position that has no previous work experience and a steep learning curve.

Candidates should be humble in assessment of his/her own capabilities and seek opportunities to further develop the needed skills to be successful on the team, including asking questions for clarity, background and direction.

Direct or indirect impacts of decisions:

The analysis undertaken by the Intern may be foundational pieces incorporated into other divisional projects, including elements of Budget and fiscal chapter documents and policy decisions.

Key Relationships

Major stakeholders and purpose of interactions:

On a day-to-day basis, the intern will interact with supervisors and divisional colleagues to clarify work, expected outcomes and intended final use of work.
The Intern may interact with other ministries while participating in cross-ministry meetings.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics		

If other, specify:

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

A recent degree in economics, finance, law, public administration or related field. Preference will be given to individuals with a Master's degree in economics.
No previous work experience is required for this position.
Strong written and oral communications skills with the ability to communicate highly technical issues in simple (non-technical), clear language is required.
The intern must also possess strong interpersonal skills to facilitate working with others to meet divisional duties and responsibilities.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Anticipates change in own area based on activities in other areas. Asks questions to understand broader goals and objectives. Works with others to align activities.
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges 	Breaks straightforward problems down into actionable components to identify what needs to be done. Explores how others or other work units have

		<p>the norm</p> <ul style="list-style-type: none"> • Open to other’s perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>used a new approach to gain perspective. Is aware of own assumptions and perspectives and is open to new and different approaches and ideas.</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>Takes advantage of opportunities to change how work is done to better anticipate obstacles and improve service. Sees the need and readily steps into co-worker's tasks to help when needed. Is open to new or diverse ideas, and to doing things in a new way.</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>Sets goals and prioritizes work to accomplish them. Follows through on duties and tasks and reports on progress. Identifies ways to exceed performance expectations. This may involve identifying potential efficiencies, different ways of working, or opportunities to contribute to the work of others.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>Builds relationships by following through on commitments, demonstrating integrity, respect for others, and taking an interest in their work-related issues and activities. Actively supports the interests of colleagues, clients, and stakeholders by making choices and setting priorities that incorporate their needs.</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</p>	<p>Demonstrates that he or she genuinely values and</p>

		leverages team skill: <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 	respects others' input and expertise and is willing to learn from others. Understands, considers and respects the impact that differences may have before taking action; recognizes that own interpretation may not be correct.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	Takes an active role in own career development. Creates a plan for development with the help of their supervisor. Seeks out and positively accepts constructive feedback; applies this to a development plan. Takes initiative to stay current on a broad range of topics with new approaches and/or technologies that may impact his or her area. Takes courses, continuously reads and learns through experience and others.

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