

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details
Position

Position ID

Position Name

Manager, Industry Policy

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

VACANT

Organizational Structure

Division, Branch/Unit

Economic Strategy+Investment/EPIC Branch

Supervisor's Position ID

Supervisor's Position Name

Dir, Indust.Comp'veness+Policy

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy and Trade (JET) enhances Alberta's competitive advantage by creating the conditions that will help more Albertans prosper. This includes delivering policies and programs that grow and diversify the economy; attracting and developing a highly skilled workforce; and promoting safe, fair and healthy workplaces. The Economic Strategy and Investment Division is focused on ensuring strategies and related policies are developed with a broad economic lens and line of sight to investment competitiveness, economic growth and job creation. The division leverages stakeholder intelligence, robust economic principles, and advanced data analytics to formulate effective strategies and policies that support job creating investments in Alberta.

Reporting to the Director of Industry Policy and Competitiveness, the Manager of Industry Policy leads the development of industry policies and initiatives focused on driving economic growth, diversification, investment competitiveness and job creation in Alberta. Key areas of focus are:

1. industry and investment program development and evaluation; and
2. industry competitiveness analysis and initiatives, with a particular focus on manufacturing and productivity.

Responsibilities

Industry Policy and Program Development:

- Lead the development of policy proposals and recommendations in alignment with established priorities.
- Coordinate effective scanning, research, and related analytical functions to support ongoing option development.
- Consult with ministry staff, interdepartmental contacts, and external stakeholders where appropriate to support option development.
- Oversee the management of complex projects and coordinate with project partners to ensure deliverables and timelines are understood and adhered to.

Industry and Investment Competitiveness Research and Analysis:

- Lead the team to identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions.
- Lead the development of industry intelligence systems and processes to support evidence-based decision making.
- Assess the impact of initiatives by other levels of government and jurisdictions on the competitiveness of Alberta's industry.

Ensure the Ministry and stakeholders are aware of implications for Alberta's key industries and economic priorities:

- Present and advocate for economic development perspectives within broad government policy options and decisions.
- Inform senior leadership and stakeholders of relevant issues relating to economic growth and industry competitiveness.
- Collaborate with government partners, economic development organizations, and businesses to understand policy, regulatory, and program impacts on industry competitiveness.
- Work closely with the Industry Relations and Intergovernmental & Strategic Initiatives teams to ensure outreach efforts collect relevant information on stakeholder perspectives, challenges, and opportunities.

Manage the development of relevant briefings and action requests:

- Oversee the timely completion of briefing notes, action request responses, ministerial correspondence, and other documents to inform Executive team and Minister.
- Ensure the materials meet and exceed high standards in terms of content as well as format.

Leadership / Mentorship / Employee Development:

- Lead the team in a strong, systems thinking approach, in particular the identification of impacts, interconnections and/or unintended consequences across governance areas.
- Support staff to identify innovative and effective approaches/alternatives, anticipate stakeholder reactions and manage issues and relationships effectively.
- Provide leadership, advice, guidance, and direction to staff to effectively meet unit goals, driving towards the achievement of outcomes for the branch, division, and ministries.
- Support staff in their professional development goals by providing regular feedback and opportunities for training and stretch assignments where possible.
- Provide strategic leadership, advice, analysis and comprehensive guidance to the Director.
- Collaborate with other program area leaders 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.

Unit Administration and Planning:

- Contribute to the development of the annual operational planning, budgeting and forecasting for the unit.

- Set goals and priorities to deliver results consistent with government direction, policy / regulation requirements and stakeholder expectations.
- Develop, monitor and report on relevant performance measures for the team.
- Participate in corporate initiatives including diversity and inclusion and employee engagement activities.
- Participate in all Finance, Human Resources, and other administrative activities as required.
- Oversee contracts and contract development with external consultants that support development of relevant strategies and policy recommendations.

Problem Solving

Typical problems solved:

There is currently no implementation arm to lead the execution of manufacturing, logistics and industrial policies and strategies, compared to comparable policy areas in other Ministries (e.g., the Department of Tourism and Sport works closely with Travel Alberta; the Department of Technology and Innovation works closely with the Alberta Innovates agency and established programs administered by that Department). This increases the variety and complexity of relationships and activities that the incumbent needs to manage and influence in order to achieve policy outcomes.

Mitigation: Build strong relationships across ministries and the department to ensure access to the level of diverse knowledge, engagement and influence required to successfully develop and execute policies and strategies.

Successful implementation of the Department's mandate requires overseeing complex projects with partners who have different and conflicting needs.

Mitigation: The incumbent will need to develop strong project management skills and the ability to create collaborative environments. The incumbent will consult the Director to ensure alignment with evolving Ministry priorities, as needed.

This role aims to achieve policy objectives for complex issues via cross-ministry and partnerships where there may be conflicting priorities.

Mitigation: Having a sound knowledge of the policy development cycle within government will be important. The incumbent will have to maintain strong and transparent communication with all partnerships; build strong networks and share information as appropriate; and consult the Director to ensure alignment with Ministry priorities, as needed.

Types of guidance available for problem solving:

Guidance for problem solving is provided by existing ministry and government strategies and priorities related to economic development. As issues arise, the Manager is able to consult with senior management and others in the government possessing specialized knowledge or information. The Director is also available to support and engage in the most complex cases, as needed. The position is expected to know when to escalate issues to executive management to ensure effective communications regarding sensitive issues.

Direct or indirect impacts of decisions:

Results of the position have a direct impact on the economic development in the industrial sectors of Alberta's economy as well as Alberta's broader economy. The policies created and supported serve to create jobs, strengthen economic diversification, and support investment competitiveness. Executive management and officials rely on the recommendations and supporting evidence provided by the Manager; this information influences decisions about policy and program development, evaluations and improvements.

Key Relationships

Major stakeholders and purpose of interactions:

- Other ministries: Engagement, as needed, with cross-ministry teams and engaging cross-ministry partners in identifying solutions to emerging issues (e.g., Environment and Protected Areas, Energy and Minerals, Agriculture and Irrigation, Technology and Innovation, Forestry and Parks, Advanced Education, Transportation and Economic Corridors).

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:

Disciplines such as business, economics, public administration, economic development
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Job-specific experience, technical competencies, certification and/or training:

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Behavioral Competencies

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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>This role must obtain insight and relevant perspectives from subject matter experts to ensure the development of appropriate and impactful policies and strategies. The incumbent must be aware of potential risks and unintended consequences.</p>
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 	<p>This position is often faced with complex challenges and conflicting priorities. The incumbent must maintain strong working relationships with various external partners to make strategic and well-informed decisions.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals 	<p>The Manager is accountable for the team's outcomes and is responsible for ensuring that requirements and deliverables are achieved.</p>

		consistent with APS direction	
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 • 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 	This position must be flexible to change direction and help the team adapt, as needed, when more information is available and/or new opportunities/challenges are identified.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	This role is expected to provide leadership, direction and coaching to the team. This includes demonstrating APS values and empowering the unit to realize its potential in delivering quality work and advice.