

## New

Ministry

Executive Council

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Intergovernmental 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

International Relations Branch

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The International Relations division advances Alberta's strategic interests by managing the Government's government-to-government relationships, analyzing global developments, and supporting the province's engagement abroad. The Senior Intergovernmental Officer plays a central role in strengthening Alberta's relations with countries across Europe and Africa, two regions that present meaningful opportunities for Alberta in areas such as clean energy technologies (hydrogen and CCUS), agri-food, critical minerals, defense and security cooperation, digital innovation, and education. The position provides senior-level policy research and analytical support, coordinates cross-ministry on projects, leads the preparation of country papers for priority markets, develops briefing materials, and supports the planning and execution of incoming foreign delegations and outgoing Premier missions. The role requires strong organizational skills, deep curiosity about global affairs, and the ability to interpret and analyze international news to identify trends that may impact Alberta. Not filling this position would significantly limit the Division's ability to deliver timely advice, coordinate strategic initiatives, and support government leadership on international priorities involving Europe and Africa.

## Responsibilities

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

1. Provide senior-level research, analysis, and policy support on Europe and Africa.

Activities include conducting research on political and economic issues in Europe and Africa, monitoring international developments, and analyzing how these trends may affect Alberta's interest in Europe and Africa; monitoring international news and developments; analyzing global trends for their impact on Alberta; preparing briefing notes, country papers, issues notes, and responses to action requests; and ensuring material is timely, accurate, and aligned with Alberta's priorities.

2. Coordinate cross-ministry contributions and ensure consistent information flow.

Activities include gathering and integrating updates from partner ministries; coordinating input for country papers, briefing packages, and leadership materials; ensuring consistency and accuracy across documents; organizing information in a clear and accessible way; and managing electronic and paper records in accordance with government standards.

3. Support planning and execution of incoming delegations and outgoing missions.

Activities include preparing background materials, annotated agendas, and briefing packages; working with the Protocol Office, federal partners, and foreign governments on visit logistics; contributing to mission planning for the Premier, Ministers, and senior officials; supporting on-the-ground coordination; and tracking follow-up actions.

4. Build and maintain productive relationships with domestic and international partners.

Activities include liaising with officials from European and African governments, the federal government, Alberta ministries, and economic and academic stakeholders; exchanging information; sharing analysis; representing the Division at meetings; and identifying opportunities for cooperation, investment, and technology partnerships.

5. Lead and contribute to strategic initiatives and divisional projects.

Activities include developing and updating briefings, policy materials, and presentations; contributing to the development of international strategies and roadmaps; supporting process improvements within the Division; mentoring junior staff as needed; and completing other assignments that support program and organizational objectives.

## Problem Solving

Typical problems solved:

The Senior Intergovernmental Officer works in a fast-moving environment where international events, diplomatic priorities, and government direction can shift quickly. The position frequently manages short deadlines, requests that arrive with limited information, and competing priorities across multiple ministries. The incumbent must use sound judgment and strong political acumen to interpret political and economic developments in Europe and Africa, identify risks and opportunities for Alberta, and provide clear, practical advice to senior leaders. This role requires the ability to pull together information from many sources, reconcile different viewpoints, and propose solutions that are realistic and aligned with Alberta's interests. The incumbent must anticipate how global issues may affect Alberta's priorities and adjust work plans accordingly. Strong organization, analytical thinking, and the ability to navigate ambiguity are essential, as the work often involves coordinating input from several partners while ensuring accuracy and consistency.

Types of guidance available for problem solving:

The Manager provides overall direction, helps clarify priorities, and is available to offer support when issues arise. At the same time, the Senior Intergovernmental Officer is expected to take initiative in managing day-to-day work, identifying challenges early, and suggesting practical approaches to move work forward. Guidance is available through established branch practices, past precedents, and support from colleagues across the Division. The incumbent is encouraged to use sound judgment, apply political acumen, and seek advice when needed, while also feeling confident making decisions on how to organize work, interpret developments, and prepare recommendations that support senior leaders.

Direct or indirect impacts of decisions:

Decisions made by the Senior Intergovernmental Officer directly affect the quality and accuracy of advice provided to senior leaders, including the Premier’s Office, Minister’s Offices, and Deputy Minister’s Offices. Well-researched analysis and organized, timely briefings support informed decision-making and strengthen Alberta’s position in engagements with Europe and Africa. The incumbent’s coordination of cross-ministry input also shapes how consistently Alberta presents its priorities to domestic and international partners. Indirectly, the work influences Alberta’s relationships with foreign governments, the success of missions and incoming visits, and the province’s ability to identify opportunities and respond to emerging issues. Clear judgment, political awareness, and attention to detail help ensure that decisions support Alberta’s interests and maintain the credibility of the Division.

Key Relationships

Major stakeholders and purpose of interactions:

Foreign governments, embassies, high commissions, and consulates from Europe and Africa:  
Regular communication to exchange information, coordinate visits and meetings, clarify priorities, and support Alberta’s government-to-government relationships.

Government of Canada departments (e.g., Global Affairs Canada, NRCan):  
Collaboration on policy issues, alignment on international priorities, and coordination for missions, delegations, and diplomatic engagements.

Alberta government ministries and agencies:  
Ongoing coordination with crown corporations such as Invest Alberta, Alberta Innovates and ministries such as Energy and Minerals, Agriculture and Irrigation, Affordability and Utilities, Jobs, Economy and Trade and Immigration, Environment and Protected Areas, Advanced Education, Protocol Office, and others to gather information, develop consistent messaging, and support cross-ministry decision-making.

Internal partners within the International Relations Division: Daily collaboration with colleagues, including ADMO, directors and managers, to plan incoming delegations, prepare leadership materials, track follow-up actions, and ensure a well-coordinated “Team Alberta” approach.

Economic, academic, and industry stakeholders:  
Engagement to understand sector trends, explore partnership opportunities, and provide relevant insights for Alberta’s international outreach.

Alberta residents:  
Responding to inquiries related to Europe and Africa and providing accurate, timely information on issues within the Division’s mandate.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor’s Degree (4 year)			

If other, specify:

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

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"/>	Considers inter-relationships and emerging trends to attain	Understands how international events, political dynamics, and

		goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	cross-ministry priorities are connected. Anticipates the potential long-term impacts of developments in Europe and Africa on Alberta's interests. Considers how decisions and recommendations fit within broader government objectives and supports leadership with clear, strategic insights.
Creative Problem Solving	○ ● ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Analyzes complex issues with curiosity and practicality. Brings together information from multiple sources, proposes realistic options, and adapts approaches when circumstances change. Uses political awareness and judgment to recommend solutions that align with Alberta's goals and the Division's direction.
Agility	○ ● ○ ○ ○	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Adjusts to shifting priorities, emerging international issues, and tight timelines while maintaining accuracy and composure. Takes initiative, anticipates issues early, and adapts work plans when situations evolve. Seeks input when needed and remains focused on delivering high-quality work in a dynamic environment.
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> </ul>	Creates an open, respectful working environment with colleagues and partners. Shares information generously, values different perspectives, and contributes to a strong team approach. Supports productive

		<ul style="list-style-type: none"> <li>• Recognizes and appreciates others</li> </ul>	collaboration across ministries, federal partners, and foreign governments.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	Builds and maintains strong relationships with internal and external partners, including foreign officials, federal departments, and Alberta ministries. Uses these relationships to gather insights, advance Alberta's priorities, and ensure well-coordinated international engagement.

### 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

ADM Name	Date yyyy-mm-dd	ADM Signature

DM Name	Date yyyy-mm-dd	DM Signature