

## New

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Policy Advisor

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

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:

The Enterprise and Entrepreneurship Development unit advances specific policy initiatives to support entrepreneurs and small and medium-sized enterprises (SMEs) in Alberta, strengthens Alberta's business support ecosystem and leads the assessment and development of policy improvements to department legislation such as Alberta's Film and Television Tax Credit (FTTC).

The Senior Policy Advisor will be required to lead and support various research projects with competing priorities. The role will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis; and provide strategic and policy advice related to reducing barriers for entrepreneurs and SMEs, improve retention and strengthen the business support ecosystem in the Province. The incumbent is responsible for coordinating engagement with technical contacts within the department, across ministries, and with key stakeholders for the purpose of developing policy responses and program development on relevant issues. The Senior Policy Advisor also provides policy advice to program areas within the department responsible for supporting entrepreneurs, enterprises and business support activities.

Working closely with team members including the Managers and Directors in the branch, the Senior Policy Advisor leads and supports projects and prepares strategic internal and external communications. This requires extensive problem-solving, systems-thinking, decision-making, relationship development and business communication skills. The Senior Policy Advisor's technical, analytical and communication skills are essential to both the unit and the branch

achieving their business plan goals in fostering solutions to address issues that enterprises, entrepreneurs and small businesses face, and promoting economic growth in Alberta.

## Responsibilities

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

### **1. Support developing strategies, policies, programs and grants that support Alberta's entrepreneurs and SMEs.**

- Conduct research and analysis to help inform the planning, development and review of economic strategies, policies, programs and that seek to strengthen the support for entrepreneurs and SMEs in Alberta and for department specific projects on a proactive basis.
- Identify the drivers, constraints, and barriers for entrepreneurs and companies to succeed and contribute to Alberta's economic growth.
- Lead in the development of research reports and briefing materials on complex, sensitive and confidential economic issues, policies, and programs for senior leadership.
- Lead with responding to action requests for information around SMEs, entrepreneurship, and the FTTC program, and prepare and present briefing materials on these topics.
- Prepare backgrounders, discussion and policy paper, briefing and other material for senior management and the Minister. Prepare documentation required for presentation to Minister, Cabinet, Cabinet Committees and Regulation Review Secretariat. Prepare materials necessary for an effective communications and engagement plan.
- Represent the unit at events and meetings relating to department work.
- Develop, maintain, revise, evaluate and update grants and programs as required.

### **2. Lead jurisdictional and environmental scanning to help inform the project planning and development related to enterprise and entrepreneurship.**

- Identify leading practices, emerging issues and trends and their potential impacts on Alberta's policies, programs and grants.
- Research and analyze enterprise and entrepreneurship policies and practices in other jurisdictions.
- Critically review and synthesize new and existing literature on economic trends from a variety of sources (e.g., academic journals, industry publications, government policies and studies, books, media reports).
- Participate in and lead divisional and cross-ministry meetings, presentations and assignments, as assigned.

### **3. Research, develop, maintain and monitor legislation, policy, processes and procedures to comply with government and department objectives, including work related to Alberta's FTTC.**

- Assist in researching issues relating to department legislation as well as the development of briefing materials, as appropriate.
- Participate in identifying issues and opportunities based on analysis of quantitative data and qualitative industry intelligence from a variety of internal and external sources and formats.
- Analyze emerging issues and leading practices to draft develop policy options, program design and development, procedures, recommendations, and risk mitigation strategies.
- Facilitate public consultations on policy shifts and regulatory changes.
- Coordinate the research activities of other branch staff and the development of communication tools to internal and external stakeholders.
- Provide high quality policy and technical advice, internally and externally based on legislation and policy.
- Develop planning activities for major projects such as legislative and regulatory reviews, grant proposals and evaluations, program design and development.
- Analyze stakeholder feedback and their suggestions on changes to legislation, policies and procedures.

### **4. Represent the department's and Alberta's interests and priorities in all initiatives.**

- Represent the department's views on enterprise and entrepreneurship issues while incorporating the broader cross-ministry and stakeholder views.
- Provide input and information to meet the objectives of the branch and division.
- Chair committees or meetings and/or make presentations, as required.
- Meet with Manager, Director, Executive Director and Assistant Deputy Minister as required.
- Prepare Manager and Director for key meetings by ensuring appropriate materials are ready and distributed in

advance of meetings and take minutes as required.

- Prepare briefing materials, action requests and speaking notes related to department work that are coherently argued and clearly presented.

#### **5. Supporting project work to ensure timely project completion.**

- Develop project charters, work plans, terms of reference, data standards and outcome measures to provide project support on initiatives.
- Coordinate and account for completion of assigned projects. Monitor and report regularly on the status, milestones, issues and concerns related to assigned projects.
- May supervise summer students and/or junior staff when appropriate to ensure work is completed within established timelines.

### **Problem Solving**

Typical problems solved:

This is a senior professional position requiring knowledge, experience, and skills in communicating with senior officials from other departments, governments, and industry.

The position leads the provision of strategic and policy advice related to supporting the film and television sector, reducing barriers for entrepreneurs and SMEs, and strengthening the business supports ecosystems in the province. As such the incumbent is expected to maintain a broad view of the Alberta's economy and its strategic priorities when providing information, analysis, and planning advice.

The Senior Policy Advisor researches, analyzes and evaluates data and information from a broad selection of resources to assist with determining the appropriateness of (proposed) policies, programs, and projects that seek to increase economic development and job creation in Alberta, and ascertain the likelihood of their success. The information and analysis provided must be substantiated, comprehensive and reliable.

The problems and issues dealt with are often complex and require a high level of creativity and independence to conduct research to define issues, identify implications and develop appropriate solutions and recommendations. The Senior Policy Advisor must maintain an awareness of relevant trends, issues and best practices across Canada and around the world to effectively analyze diverse economic policy issues.

Goal setting, leading teams, interaction with various groups and individuals, and meeting tight timelines for delivery of results are critical to success in this role.

Types of guidance available for problem solving:

The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan. The Manager will provide general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. However, the Senior Policy Advisor is expected to function with a strong degree of independence.

Direct or indirect impacts of decisions:

The position coordinates and leads research, analysis and development of policy options and recommendations. Findings from research and analysis are foundational in assessing the direction, design, implementation and effectiveness of policies and strategies. Research and evaluation findings have the potential to directly inform policy options and recommendations and program development related to economic recovery, industry growth and investment attraction.

While some projects are long-term or ongoing, more often the Senior Policy Advisor must respond or help to respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues. Some requests are very sensitive, and many have short turnaround times.

### **Key Relationships**

Major stakeholders and purpose of interactions:

- Manager and Director - provide comprehensive research, analysis and interpretation of options to address Unit

priorities within the realm of economic resilience with a focus on strategic initiatives; develop presentations, briefings and papers; provide intelligence to support their work.

- The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan.
- The incumbent mentors and coaches junior staff with less experience and domain knowledge, and edits and offers constructive evaluations of the work done by others.
- Other department branches - engage subject matter experts across divisions and departments (as required) to collaborate on specific projects; provide technical guidance or advice; communicate regarding analyses and research results and broad economic development matters and risks.
- Other ministries - collaborate on cross ministerial and cross divisional projects.
- External stakeholder groups, technical experts and jurisdictions - consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions.

### 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:

Related degree (e.g, Business, Economics, Political Science, Public Policy or a relevant field)

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

- Minimum four years of policy development or policy analysis experience, working in progressively more complex government roles.
- Knowledge of business, industry, and economic drivers and trends and their impact on the Alberta economy, businesses and entrepreneurship.
- Policy analysis skills. Thorough understanding of the policy development cycle and ability to effectively communicate policy analysis and recommendations.
- Strong research, planning and execution skills.
- Quantitative and qualitative analysis skills. Ability to apply research methods and analysis tools to identify issues, gaps and opportunities to address the issues and make cross-jurisdictional comparisons.
- Project management and time management skills. Ability to manage multiple requests/competing priorities and meet tight timelines.
- Broad experience preparing and providing options analysis, reports, briefings and presentations in generating creative solutions.
- Ability to lead efforts among diverse teams in developing sector strategies, analyses or policy and program development.
- Have strong relationship building and stakeholder engagement experience.
- Have practical knowledge on economic, statistical, cross-jurisdictional cost benefit analysis.
- Possess detailed understanding of economic development concepts and matters.
- Strong written and verbal communication skills.

- Possess a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Ability to function well in a team-based environment that demands a high level of interpersonal skills.
- Good time management skills with the ability to coordinate multiple projects.
- Competency with the use of computers and Microsoft applications including Word, Excel, PowerPoint, Outlook, Sharepoint and Teams.
- Demonstrate the APS values and competencies.

### 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		
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> <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>	<p>Position is expected to independently execute research projects that support economic policy priorities, which are multi-faceted and may not have precedents.</p> <p>Ongoing engagement within the Ministry is essential to provide strategic advice and share policy options.</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"> <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>	<p>In addition to discrete projects that will need to be completed within a timely manner, the incumbent will be expected to proactively conduct research and environmental scanning to build awareness of industry trends and issues at the provincial, national and international level.</p>
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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and</li> </ul>	<p>This position works in a unit where direction can change quickly, so the incumbent needs to be able to adjust work focus and workload to adapt.</p>

		<p>mitigates emotions of others</p> <ul style="list-style-type: none"> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>The incumbent needs to assist the unit with developing collaborative networks and maintain strong cross-departmental and external linkages to ensure effective information exchange, collaboration, and policy development.</p>
Systems Thinking	○ ○ ● ○ ○	<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>In developing policy responses, this position must consider the larger international, national, and provincial policy context and how it affects Alberta economic policy interests, as well as the impact of current choices on future policy decisions.</p>

**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

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Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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