

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

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:

Jobs, Economy and Trade promotes Alberta's trade interests on the global stage by providing support to Alberta exporting companies through programs, services and policies. The Ministry delivers this support while working in a broader trade and export development ecosystem within Alberta and Canada. The Senior Trade Advisor supports the work of the division's key trade and export development initiatives through research, briefing development, data analysis, support for strategic engagement, and as the working lead on key projects.

This position reports to the Manager, Trade Facilitation. The Senior Trade Advisor serves as the project manager and leads projects and initiatives related to key Alberta trade and export activities, and meetings, visits and engagements planned with foreign/national officials and other stakeholders. The Senior Trade Advisor is also responsible for providing advice and recommendations to senior leadership, delivering presentations, leading trade related briefings, ministerial correspondence and action requests, providing guidance and mentoring Program Services 3 level staff.

This position demands a high level of creativity, originality and innovation, independent research, ability to identify implications, define issues, and develop creative appropriate solutions. Projects involved are usually diverse in dealing with strategically complex issues and are closely related to the ministry business plan. Issues involved are often unique in nature, with limited precedence to be found within the ministry. Projects involved often impact other Government of Alberta ministries such as Executive Council, Energy and

Minerals, Agriculture and Irrigation, Technology and Innovation, Transportation and Economic Corridors, Environment and Parks, and others, the federal government, municipalities, as well as key trade stakeholder and partners (e.g. Calgary Economic Development and Edmonton Global).

## Responsibilities

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

1. Support and maintain strong collaborative relationships within the ministry, across government and with external stakeholders.
  - Lead planning, coordinating and implementing formal and informal stakeholder engagement activities and meetings.
  - Leverage relationships across governments, in the Government of Alberta, and with external stakeholders to lead, develop, and execute programs for high priority incoming international delegates.
  - Develop strategic relationships across the Government of Alberta to ensure JET's perspectives are considered on priorities and initiatives that impact international trade and export development.
  - Research into the impact of policy and programs through effective participation with other municipal, provincial, federal jurisdictions and/or research or think tanks.
  - Participate in and support the initiatives led by the Director, Managers and other branch colleagues.
2. Project leadership and supports to branch operations.
  - Develop innovative solutions and lead complex priorities, projects, and initiatives without clear precedents.
  - Represent the branch and/or lead cross-ministry Working Groups and committees to develop and implement priorities, initiatives and activities that support JET's trade mandate.
  - Support branch planning and reporting through coordination with managers, director and other trade analysts, acting for the Manager when required.
3. Lead the planning and coordination of Ministry-led and cross-ministry initiatives.
  - Provide advice and lead initiatives that are identified as a priority by the Minister, Ministry and Government of Alberta.
  - Lead branch participation at events including conferences and trade shows.
  - Lead logistical aspects of initiatives, including contract management.
4. Provide evidence-based advice and recommendations to senior leadership.
  - Research, analyze and prepare trade data, reports and/or briefings with recommendations for decision-makers on issues that can help inform strategic decisions by government and industry.
  - Proactively identify emerging issues, trends and opportunities based on the analysis of quantitative data and qualitative market intelligence from a variety of internal and external sources and formats.

## Problem Solving

Typical problems solved:

- Identify resources to support internal and external stakeholders to address their concerns including assistance as required.
- Assist stakeholders, either directly or through working with ministry colleagues, to address specific issues that could hinder business growth, and identify resources that could inform solutions.
- Determine the appropriate approach to support the coordination of projects or events with multiple

stakeholders with competing priorities and differing perspectives.

- Determine the appropriate approach to respond to action requests including briefings and ministerial correspondence.

Types of guidance available for problem solving:

The role requires the ability to exercise independent judgment due to the level of interaction with both internal and external stakeholders. The incumbent has access to guidance from:

- Manager and Director expertise, experience and coaching.
- Operational direction from Managers and Director in the unit.
- Ministry Business Plan and relevant strategy documents.
- Collaboration and knowledge sharing with colleagues in the branch, the division and across relevant ministries.
- Collaboration and knowledge sharing with external stakeholders.
- Participation in cross-functional initiatives.

Direct or indirect impacts of decisions:

- Industry and government are supported in their efforts to make informed strategic decisions that could impact the economy.
- Effective development and implementation of a ministry led initiative will allow for systematic identification of opportunities, challenges or barriers for industry and government.
- Efficiency and effectiveness of the unit's work is directly supported, increasing the unit's capacity to meet/exceed its goals and successfully deliver priorities.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal: policy and strategy staff in the branch; other staff across the Ministry; other departments in the Government of Alberta; in order to share information and intelligence and support external and internal stakeholder engagement and coordination of projects and events.

External: Different levels of federal and municipal governments; industry associations; regional economic development organizations; companies; in order to gather and exchange intelligence to help inform decision making and showcase the province on an international stage.

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Economics

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Could have a degree in public administration, or related like Economics, Business, or any BA

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

Experience and Education:

- University degree combined with a minimum of 2 years of experience.
- Experience in, or understanding of, international trade and export promotion.
- Business development experience or economic policy experience.
- Demonstrated communication skills, both written and oral. Experience writing reports and/or executive briefing notes is considered an asset.
- Strong research, planning and execution skills.

- Good knowledge of the Alberta economy and it's key sectors.
- Experience leading team projects to successfully achieve it's objectives.
- Awareness and understanding of the business plan goals of the Government of Alberta and Jobs, Economy and Trade.
- Project management and time management skills.
- Able to function well in a team-based environment, which includes a high level of interpersonal skills.
- Able to complete tasks independently when directed/required.
- Able to foster stakeholder relationships with internal and external clients; evaluate information, collaborate with staff in the department and partner ministries, solve problems when information is not supplied.
- High degree of proficiency with MS Office applications (Word, Excel, PowerPoint)
- Database creation and management skills.
- Ability to travel as required to engage stakeholders.
- Valid drivers' license and willingness to drive.

### 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>Supports the execution of projects with multiple stakeholders simultaneously.</p> <ul style="list-style-type: none"> <li>• Is able to use planning skills, analytical and creative thinking to arrive at innovative solutions.</li> </ul>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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> </ul>	<p>Demonstrates ability and experience to work with a diverse group of stakeholders.</p> <ul style="list-style-type: none"> <li>• Is able to gain respect, trust, credibility and confidence of internal and external stakeholders.</li> </ul>

		• Promotes collaboration and commitment	
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Policy Advisor, Policy and Urban Affairs, Seniors, Community and Social Services (024PS10) Development Officer, Crop Business Development, Agriculture and Irrigation (024PS07)
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<b>Assign</b>
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