

Ministry

Jobs, Economy, Trade and Immigration

**Describe: Basic Job Details**

**Position**

Position ID

Position Name

Manager, Industry Policy

Current 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)

**Organizational Structure**

Division, Branch/Unit

Economic Strategy and Investment/IDS

Supervisor's Position ID

Supervisor's Position Name

Dir, Industry Comp and Policy

Supervisor's Current Class

Senior Manager (Zone 2)

**Design: Identify Job Duties and Value**

**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration enhances Alberta's competitive advantage by creating the conditions that help 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 that strategies and related policies are developed with a broad economic lens and line of sight to economic growth and job creation. The division leverages stakeholder intelligence, robust economic principles, and advanced data analytics to formulate effective strategies that support job-creating investments in Alberta.

Reporting to the Director of Industry Competitiveness and Policy, 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 focus areas are:

1. Industry program development and evaluation;
2. Industry competitiveness analysis, including assessing the impact of significant shifts in the competitive environment for Alberta's industrial development and Alberta's relative competitive position; and
3. Advice on the Government of Alberta's position and formulation of potential responses to these shifts, with a view to driving incremental investment and revenue generation for the Government of Alberta.

## Responsibilities

### **Industry Policy and Program Development:**

- Lead the development of policy proposals and recommendations in alignment with established priorities and mandate items.
- Coordinate effective scanning, research, and related analytical functions to support ongoing option development.
- Lead the conceptualization of robust evaluation approaches to monitor and assess performance.
- 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 Competitiveness Research and Analysis:**

- Lead the team to identify and analyze emerging trends, key policy issues, program opportunities, and developments in other jurisdictions, with a strong emphasis on manufacturing.
- 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 highlight industry impacts 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 Industrial Relations team 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 logistics and industrial policies and strategies, compared to comparable policy areas in other Ministries (e.g., the Tourism and Regional Policy Unit in the Department of Tourism and Sport works closely with Travel Alberta; the Technology and Innovation Policy Unit in 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 strategic land use policy coordination. The policies created and supported serve to create jobs, strengthen economic diversification, and support investment attraction. Senior 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:

- Unit Staff: Daily interaction to support progress toward achieving division goals and objectives on various projects and initiatives; to provide direction on research efforts and data analysis; and, to assist in the preparation of reports and other materials.
- Economic Data and Analytics and other units within the Economic Strategy Division: As needed engagement to ensure alignment and coordination of economic analysis with policy priorities supporting evidence based rationale. Frequent engagement to collaborate on identifying and engaging pertinent stakeholders as well as ensuring outreach efforts collect relevant information on stakeholder perspectives, challenges and opportunities.
- Senior members of public agencies, associations, consultants, and partners in other governments, economic development and industry organizations in support of policy-based industry initiatives related to manufacturing and the industrial economy: Ongoing engagement to access reliable information and data that can be employed to provide superior decision making and to resolve strategic policy issues; to establish strong industry networks, share information, and maintain knowledge of leading practices.
- Other ministries: Engagement, as needed, with cross-ministry teams (e.g., Environment and Parks, Energy and Agriculture, Forestry and Rural Economic Development), talent and training (e.g., Advanced Education, Labour and Immigration), and ministries with industry value-added / manufacturing initiatives (e.g., Energy, Agriculture, Forestry and Rural Economic Development).

## Required Education, Experience and Technical Competencies

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

If other, specify:

Disciplines such as business, economics, public administration, economic development

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

Minimum recruitment standard for this position (Manager 2) is four years of related experience in addition to a related degree.

This position relies on political acumen and a thorough understanding of government decision making processes in order to adequately advise and support the Director. Strong interpersonal and problem solving skills are essential to being able to coordinate timely and effective issue resolution given the constrained environment.

This positions requires sound knowledge of project management approaches and experience leading a project team to successful achievement of objectives. It also requires strong working knowledge of policy development, land use planning, and economic development principles, tools, and practices, specifically those related to best practices in economic development of businesses, communities and regions.

Strong Communication Skills (both written and oral) are required.

## 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"> <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>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"> <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>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 wellinformed 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"> <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>The Manager is accountable for the team's outcomes and is responsible for ensuring that requirements and deliverables are achieved.</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 mitigates emotions of</li> </ul>	<p>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.</p>

