

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:

Reporting to the Director, Economic Analysis and Modelling, this position leads a variety of functions that advance economic development policy and information products through economic research, analysis and modelling, competitiveness benchmarking, environmental scanning, and scenario development and modelling. This position is responsible for the assembly, analysis and dissemination of economic and business information in support of Department activities within the Economic Strategy and Investment Division.

This position is responsible for managing a team of three to four staff to ensure that information necessary for strategy/policy/program development and evaluation are provided in a timely manner. The suite of information/analytical products, which this unit delivers, includes, but are not limited to, industry, trade and regional profiles, economic impact analysis, scenario and project analysis, economic evaluation of current and future government programs, and benchmarking of Alberta's competitiveness and productivity performance.

Under the leadership of this position, the unit also identifies new data sources and ways of collecting data to inform understanding of the investment climate, related risk factors, and economic development opportunities and risks. This involves the creation of ground breaking, novel, and innovative ways in using data and models to inform economic development policies and programs

This position also ensures that strong working relationships are maintained across the branch, ministry, other ministries, and with multiple internal and external stakeholder groups to maintain awareness of their perspectives and queries, and to engage their participation and support for branch initiatives.

Responsibilities

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

Manages the work of their Sub-Unit in Economic Analysis and Modelling Unit which provides economic research and analysis and advice impacting Alberta's economic performance and business competitiveness on an ongoing basis by:

- Managing the research, analysis and modelling resources of the branch;
- Leading the preparation of information and analysis necessary for policy development, i.e. industry/region/trade profiles and scenario development and modelling;
- Directing the economic evaluation of current and future economic development programs;
- Steering the benchmarking analysis of Alberta's competitive position on an ongoing basis relative to competing jurisdictions in domestic and international markets, including but not limited to: taxes, utility charges, labour, transportation costs, regulatory and policy issues and other economic challenges including: Alberta's innovation and productivity performance;
- Providing support to performance measures and industry/sector estimates and targets;
- Collaborating with other units of the branch to develop and manage a data preparation and dissemination process to facilitate business clients and stakeholders in accessing analysis on economic trends and industry/sector growth prospects.

Responds to economic issues and concerns about Alberta's business competitiveness in a timely and effective manner to ensure:

- Long term and short term economic, technological, social and environmental trends and changes that may impact Alberta's business competitiveness are identified (foresight);
- Inter-departmental, community and industry networks, plus federal government (Statistics Canada, Prairies Can) and intelligence institutes and data/modelling/research contacts are developed and maintained;
- The appropriate data gathering, analysis, consultations and contracted research is undertaken;
- The appropriate databases, subscriptions and other tools are available as required.

Fulfill other leadership and management duties for the efficient operation of the unit, such as:

- Supporting the director in setting and achieving the strategic vision for the unit;
- Managing and coordinating unit work activities to ensure that the delivery of consistent high quality products;
- Providing effective support and mentoring to staff within the unit and manage human resources needs.

Problem Solving

Typical problems solved:

- Strong project management skills, and ability to work with managers in line divisions and other departments.
- Well developed facilitation and coordination skills and abilities relating to multi-stakeholder interests (i.e. coordination of priority cross ministry initiatives).
- Must act in a way and participate in corporate initiatives to help others learn, develop and gain new insights, skills and approaches.
- Responsible for providing the analytical and technical data to support policy options and recommendations put forward by the Division to enhance the business environment and economic performance.
- Strong leadership and relationship building skills to communicate directions, expectations, and timelines to staff.
- The position often works with multi-disciplinary groups with divergent views. Situations are generally unstructured and require using sound judgment and reasoning. A business case approach is often utilized.
- Information requests that entails research and modelling for which existing data is limited or unavailable

requires innovative approaches and development of robust methodology to support analysis and advice.

Types of guidance available for problem solving:

- Complex issues such as Alberta's productivity performance and competitiveness must be broken down into manageable parts. The inter-relationship between each of the parts as well as the parts as whole must be understood.
- Comprehensive analysis and coordination of economic research projects is required that recognizes the multiplicity of stakeholders and the implications for policy and program initiatives in JEI and across government. For example, bring consensus across divisions and departments on global economic trends and challenges, and the impact on Alberta's competitiveness, as well as performance and growth prospects on specific industrial sectors/clusters.

Direct or indirect impacts of decisions:

The position receives specific direction on expected results and outcomes from the Director and Executive Director.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Unit Staff - Lead unit operations and integrate into branch plans and results
- Other units within the branch - Collaborate on initiatives; provide linkages across unit operations; share information
- Director - Provide update and progress reports, develop and present recommendations; raise awareness to emerging issues; participate in branch planning and reporting
- Other units within the ministry - Share information; influence direction of policy or economic development discussions as a representative of the branch; collaborate on initiatives; seek information from Corporate Services (e.g., HR, finance, IT) to facilitate leadership of the unit
- Other Managers in other ministries - Share information; influence direction of policy or economic development discussions as a representative of the branch; collaborate on initiatives

External:

- Stakeholder groups - Maintain strong relationship to engage their participation and support; identify various stakeholder needs
- Statistics Canada and other data/model providers - Maintain strong relationship to engage their participation and support; identify various stakeholder needs
- Federal government departments - Share information; seek leading practice; link policy and/or product initiatives and direction; leverage existing tools and products.

The work of the position provides the ministry with benchmarks, research and modelling results, data and information, and economic intelligence to share information about Alberta's current economy development and to shape decisions and direction around increasing economic development across Alberta in the short-, medium-, and long-term. This work ultimately enables economic, social, and political investments that bolster the wealth and wellbeing of the province and Albertans.

The work of this position has a direct impact on the plans; priorities and results achieved in the unit, and supports the branch/division/ministry leadership through participation in planning and reporting, providing strategic advice and recommendations, and representing the branch, division or ministry in various stakeholder interactions.

The position is responsible for keeping the Director, Executive Director, Assistant Deputy Minister, senior management and the rest of the department apprised of major economic trends, issues and growth prospects that may arise from the latest economic data and business intelligence.


This position is accountable for coordinating the economic and business research initiatives within the division, ultimately supporting the work of the ministry in furthering investment attraction and job creation.

This position works closely with the Director in setting the goals and priorities for the Branch within the

broad framework of the Department strategies and action plans.

This position is responsible for working closely with other units in the branch and division to coordinate research and economic analysis within the department.

Decisions and actions ultimately taken may impact business clients.

Required Education, Experience and Technical Competencies 

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics		

If other, specify:

Statistics, Econometrics or closely related field.

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

- A master's degree in economics, statistics, econometrics or equivalent; and at least four years of related experience.
- Knowledge of economic development principles and analytical tools such as economic and financial modelling, environmental scanning, trend analysis, scenario planning etc.
- Expert knowledge of the Alberta economy and factors, trends and issues affecting wealth creation, economic performance and strategy, and industry and business competitiveness.
- Ability to develop a network of strategic contacts with a wide range of government and industry stakeholders.
- Project management skills, and proven skills in working with both intra- and inter-departmental government staff on economic performance measures and trends, and business competitiveness and productivity measures.
- A solid understanding gained through extensive practical experience of government organization, decision making processes, budget, and a keen awareness and understanding of government directions.
- Highly developed verbal and writing communication skills and capable of adapting communications to the situation.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <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 	This role requires in-depth knowledge of economic development principles and analytical tools, such as economic and financial modelling, environmental scanning, trends analysis and scenario planning. A wide breadth of professional experience required to navigate a broad range of economic issues impacting the department is also required.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes 	Position requires considerable analytical, interpretive and evaluative thinking to synthesize a diversity of

		<ul style="list-style-type: none"> • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	information and to anticipate the impact of the branches actions and initiatives.
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 	The Manager operates within a well-defined strategic frame of reference; however, exercises a high degree of judgment and interpretation. The position responds to emerging issues in the context of the economic issues and direction provided by the Director. The position works closely with the Division's Executive Directors, Assistant Deputy Minister's Offices and the Deputy Minister's Office in resolving issues within set timelines.
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"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	The Manager supports the activities of the division by providing issues resolution, facilitation and implementation of priorities and strategic plans. The position creates, supports and encourages the space and processes to optimize executive decision making.



Benchmarks 

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

DM
Signature