

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Alberta's economic regions. This work is critical to inform Jobs, Economy and Trade (JET) on regional economic development issues, collaboration best practices, related risk factors, economic development opportunities, and ultimately informs strategic decision-making and program/policy development.

In Manager will be required to lead and support various policy projects and may lead strategic relations with other divisions, provincial and federal departments, economic development stakeholders and communities to develop, advance and communicate economic development policies. This position assures strategic advice to the Executive Director, ADM, DM, and Minister in a timely and accurate way. This position is critical to the success of the department as it champions the needs, processes and products to achieve integrated policy.

Working closely with team members including the Managers and Directors in the branch, this position is responsible for contributing to department processes and ensuring an effective flow and exchange of information and advice among affected stakeholders on a cross section of economic and business development public policy issues. This requires extensive problem solving, systems thinking, decision-making, relationship development and business communication skills. The incumbent may represent the department in interdepartmental work teams and cross ministry teams.

The Manager is responsible for providing guidance, leadership and strategic direction to a team of professional staff, delivering evidence-based policy research, analysis, recommendation, and Cabinet documents to support and inform economic development policy, strategy and program development. This position provides senior-level policy advice and recommendations to executive leadership focused on key policy initiatives that support regional economic development, and inform economic strategy and program development.

This position builds collaborative relationships and partnerships with numerous cross ministry and government teams at various levels of the organization.

Responsibilities

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

1. Providing project management leadership and oversight on policy and analysis-related projects and key Ministry priority deliverables, such as strategies and reports:

- Responsible for developing and implementing project plans for policy deliverables such as strategies, reports, discussion papers, etc., including terms of reference, project charters, and reporting guidelines.
- Leads and directs a group of professional staff and co-ordinates issues management activities by delegating responsibility to project teams.
- Leads, coaches and mentors others to measure and achieve business plan goals and link service and program activities within and across departments to develop processes and optimize services.
- Utilizes system thinking skills to examine and evaluate if policy actions being considered are adaptive, flexible and versatile in an increasingly complex provincial, global and fast-changing world to achieve integrated and inter-related environment across the Government of Alberta.

2. Leads and supports research, jurisdictional and environmental scanning, strategic policy and program analysis, issue and option identification, and evaluation.

- Leads the development of senior level briefings, advice and recommendations to executive management and the Minister on strategic policy issues (including emerging, progressive or long-standing items).
- Build policy that aligns with and/or appropriately considers alignment with other Government of Alberta initiatives that influence or overlap economic development policy consider the inputs of other divisional teams.
- Design and implement the necessary evaluation tools that support the review of programs initiated by the Ministry.
- Identifies policy constraints related to the growth, development, and diversification of regional and northern Alberta.
- Leads and supports research, analysis and evaluation of data and information pertaining to Minister's

strategic priorities from diverse sources including legislation and policy documents, statistical reports, environmental scans, and literature reviews.

- Consults and coordinates with ministry staff, interdepartmental contacts, and external stakeholders (where appropriate) to develop policy options that support planning and development of policies and programs.
- Develops and coordinates effective issues briefings, correspondence and other background materials for the Executive Director, Assistant Deputy Minister, Deputy Minister and or Cabinet Committees responding to broad regional economic development policy issues (e.g., letters, briefing notes, reports, presentations) as an essential support for strategic decision-making on strategies, policies, and programs, and in response to news reports and release of major research studies.

3. Supporting the Director and Executive Team in achieving the mandate and goals of the Unit/Branch:

- Leads the team to provide the necessary analysis for information requests, action requests, and briefings, and respond to requests for information and analysis.
- Analyzes and synthesizes qualitative and quantitative information from multiple authoritative sources, and prepares relevant reports that demonstrate results, trends, patterns, and policy analysis.
- Provides input and recommendations relating to issues, opportunities, and challenges associated with regional economic development policies, programs, and functions.
- Actively contributes to the development of and reporting on business plans, annual reports and other key briefing material as required.
- Leads and participates in other projects and initiatives in support of Ministry and government priorities when requested.
- Participates in branch and division strategic planning sessions.
- Conducts other divisional, cross-ministry or special assignments as requested by the Director.

4. Build collaborative relationships with stakeholders.

- Collaborates with cross-ministry contacts to provide a systems approach to the development and implementation of regional economic development strategies.
- Participates in cross-ministry committees, teams, and working groups, providing regional economic development perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Acts as a liaison with other divisions and departments on relevant policy work
- Represents Alberta's and JET's interests in regional and northern economic development on relevant committees.

5. Provide and support leadership, mentorship, and employee development within the unit:

- 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 the unit goals, driving towards the achievement of outcomes for the branch, division and ministry.
- Supports corporate initiatives and priorities such as employee engagement.
- Support staff in their professional development goals by providing regular feedback and opportunities for training and stretch assignments where possible.
- 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.

Problem Solving

Typical problems solved:

The Manager must exercise judgment and interpretation in resolving a range of complex issues, where there is often no framework or parameters for managing the issue.

The position must obtain the support and “buy-in” of other government departments to work collaboratively on projects and initiatives that are cross-jurisdictional but may not necessarily align with the mandates or policies of those departments.

The position is responsible for complex and often highly sensitive issues management and problem solving (project management, governance, performance planning, workforce) involving other government departments with competing or conflicting priorities. Stakeholders are varied and represent all sectors (i.e., communities, non-profits).

Organization and time management skills are critical to the incumbent's success in this position. The position has responsibility for complex projects that involve goal setting, leading teams, interaction with various groups and individuals, and meeting tight timelines for delivery of results.

Broad knowledge of the entire economic development ecosystem is required. The position is required to interpret the needs and demands of competing interests and to develop policy solutions for often loosely defined resource management concepts such as job creation, economic development, and diversification.

Types of guidance available for problem solving:

Position is required to independently and proactively assess current and potential issues regarding broad economic development priorities with respect to their implications for government. The Manager provides general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The position often represents the division or ministry in projects demanding expertise in policy, and programs.

To accomplish this, the Manager must work closely with their fellow Manager(s), Director(s), Executive Director and ADM to determine timelines, and then work collaboratively with other areas to ensure that timelines are met.

Direct or indirect impacts of decisions:

Situations are unstructured, variable and affect many aspects of economic development: government departments and agencies, communities, not-for-profit organizations and private sector businesses. The work of this position has an impact on successful regional economic development in the province. The position coordinates and leads economic development and diversification policy, and program assessment and development with cross-ministry teams.

This position leads the development of expert advice and relevant leading practice information on economic development to foster economic growth and to improve and promote economic development. While some projects are long-term or ongoing, more often the incumbent 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.

Problem solving requires strong relationships with senior staff from several other departments and other orders of government. Interacting with federal, provincial and territorial counterparts to exchange information and coordinate activities, with the aim of advancing Alberta's economic development interests are also likely.

Results from the actions of this position impact the long-term opportunities for Alberta's economy and its various components as the unit is responsible for broad and ill-defined policy space. As the Manager may be asked to develop policy options and recommendations on any facet of economic development, there is a high degree of systems knowledge and thinking required.

Key Relationships

Major stakeholders and purpose of interactions:

ADM (as required) - Advice and recommendations on economic development policy and specific initiatives and regular reporting on progress of operational plans.

Executive Director/Director (Daily) - to provide comprehensive research, analysis and interpretation of options to address Unit priorities; develop presentations, briefings and papers; provide intelligence to support their work and to inform the Director's participation in various initiatives.

Unit Staff (daily) - The Manager provides leadership to their team through coaching, mentoring and directing employees to achieve results while maintaining and fostering high engagement, and assists junior staff with less experience and domain knowledge, and edits and offers constructive evaluations of the work done by others.

Rest of JET - Promoting teamwork on economic development strategies and sharing information on related issues with others in the Department.

Other departments - Advice and insight on economic development policy issues and opportunities relating to economic growth and job creation.

External stakeholder groups and jurisdictions (i.e., other federal/provincial/territorial governments) - Collaboration and participation on economic development issues (e.g. consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions).

Economic development sectors (i.e., communities, non-profit) - Lead engagement with sectors as required to understand gaps, challenges and opportunities which inform actions of the department and policy generation.

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 discipline such as Public Policy, Business, Economic Development, Economic, or related.

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

Knowledge

- Extensive experience in policy development, strategic planning and issue evaluation skills and experience.
- Understanding of the strategic directions and priorities, as well as the processes, of the department, government and other key stakeholders.
- In-depth knowledge and understanding of government policy development processes.
- Broad understanding of the ministry's priorities.
- Working knowledge of how the Alberta economy is structured, and the interrelationships and competitive challenges sector development and growth will have on the future of Alberta's economy.
- Working knowledge and understanding of how regulatory and policy frameworks are used to support the economic development and diversification of Alberta's economy.
- Extensive knowledge of economic development concepts, processes and practices, and of public and not-profit sector programs applicable to economic development and how they apply and can benefit Alberta.
- Awareness of stakeholders affected by JET's policy mandate, including relevant partners, organizations, committees, advisory groups, communities, etc.

Skills:

- Problem resolution and issues management skills.

- Strong interest-based negotiation and consultation with internal and external partners and stakeholders.
- Superior experience and abilities in collaboration and consensus-seeking processes.
- Ability to advocate for branch interests while respectfully balancing perspectives of other stakeholders.
- Strong consultation and facilitation skills including the ability to develop solutions and recommendations for issues involving a variety of requirements, implications, and perspectives.
- Ability to lead efforts among diverse teams in developing strategies, analyses or policy and program development.
- Strong strategic thinking and analytical skills and appreciation of the role of strategy in government organizations.
- Capacity to provide original analysis and creative thought in the development of strategic options and policy recommendations.
- Strong interpersonal skills focusing on the ability to communicate effectively with officials at different orders of government, those in the private sector, as well as the general public.
- Broad experience preparing and providing options analysis, reports, briefings and presentations.
- Strong writing skills to identify issues and prepare correspondence, reports, training manuals, briefing notes, memos, and letters.
- Strong verbal communication skills to facilitate meetings and events, present information on programs and services, and negotiate contracts associated with event planning.
- Strong ability to work with, and provide advice to, other ministries, including the ability to work on a variety of cross-ministry intergovernmental initiatives.
- Possess superior project management knowledge and experience.
- Well-developed team-building skills.
- Well-developed organizational, prioritization and time management skills and able to meet tight timelines.
- Understanding of human resource management practices and policies.

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <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 position is expected to regularly manage and coordinate multiple initiatives understanding and mitigating risks to deliver long-term goals.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and</p>	This position is expected to manage the team's research

		<p>increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>projects and supporting policy efforts, which are multifaceted and may not have precedents. As the position will work on a wide variety of issues and problems, there is no "correct" approach for each policy problem that the Manager is presented with. They will need to develop issue based solutions on a case by- case basis.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>Aligns with creative problem solving as position often works in the gray and situations and obstacles encountered are often vague without a clear path to resolution. Director will work on a variety of policy files, spanning multiple sectors or industries. Required agility to tailor the approach to the given circumstance.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>This position is required to meet the needs of stakeholders in a timely manner and consider potential consequences of recommendations. Must think proactively to address potential risks and mitigate accordingly. The Manager needs to independently keep on top of the work with little oversight.</p>
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"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Position often serves as a intermediary between government and other government departments. Requires strong and positive working relationships with cross-ministry colleagues and partners in order to effectively and efficiently address issues.</p>

