

## New

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Industry Development Officer

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

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 Industry Relations Unit leads relationships with industry stakeholders to acquire insight and industry intelligence in priority sectors to support JET's economic growth vision and job creation mandate. This PS4 position supports the Supply Chain and Logistics team and undertakes research, analysis and project coordination activities to inform strategic decision making by senior leadership and affected stakeholders related to major supply chain, construction and logistics related investment projects, economic policy and strategy development. The position supports engagement with industry stakeholders, responds to Action Requests (ARs), provides research, writing and project coordination assistance to the unit, and is responsible for the development, collection, analysis, evaluation and dissemination of economic, industry environment and business climate information. The incumbent works as part of the Industry Relations unit, and supports the unit's investment concierge services, grant administration, preparation and delivery of programs, strategies and initiatives focused on supporting Alberta's entrepreneurs, SMEs and job creators to drive economic growth and job creation in Alberta.

#### Responsibilities

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

**Respond to department briefing requirements and stakeholder information requests in support of key ministry outcomes related to industry growth, job creation and investment**

- Prepare action requests and briefings in response to Premier/Minister/Deputy Minister/Assistant Deputy Minister requests using individual research and coordinating input from other branches and subject matter experts.

- Provide information on potential funding sources and government support programs or services available to Alberta companies.
- Support stakeholder relationships with other JET divisions, branches, other ministries, professional and industry associations to develop a strong industry and sector knowledge to ensure thoroughness and consistency in industry development positioning and investment attraction messaging.
- Respond to information requests from internal and external sources including but not limited to; industry associations, municipalities, trade organizations, academic institutions, other jurisdictions, Alberta companies requiring a high degree of detail and research.
- Research, analyze and prepare reports, position papers and recommendations for decision-makers on issues with industry development implications to inform policy, strategy and program development in JET and in other GoA ministries whose policies impact industry development.
- Participate in the identification of issues and opportunities based on the analysis of quantitative data and qualitative industry intelligence from various internal and external sources.
- Develop and maintain stakeholder related information, and build databases or other data management systems to compile and analyze industry intelligence for issues profiles, sector profiles, action requests, briefings on the status of priority industry sectors.

### **Support Supply Chain and Logistics**

- Engage in ongoing jurisdictional and environmental scanning of priority sectors to develop sector knowledge and maintain an understanding of industry developments and stakeholders needs.
- Assist in planning, coordinating and implementing formal and informal stakeholder engagement initiatives.
- Work with other industry development officers across the branch and coordinate with relevant contacts across the ministry to help develop presentations and materials that support industry development activities.
- Identify significant economic shifts, emerging issues and identify those that may have an impact on Alberta's economy and priority sectors.

### **Acquire and disseminate information on findings related to emerging trends, industry policies, issues and programs to team members and others in support of informed planning and decision-making**

- Ensure Industry Relations team members are informed of emerging trends and issues that may impact industry development initiatives and strategic sector programming.
- Ensure Industry Relations team members are informed of activities in other divisions, ministries and other levels of government that may affect industry development programs and stakeholder engagement.
- Ensure Industry Relations team members are informed and aware of industry development policies and best practices in other provincial jurisdictions.

## **Problem Solving**

Typical problems solved:

Supports the development of systems, tools and processes for the collection, analysis and dissemination of business information, market and industry intelligence. Supports responses to action requests and ministerial correspondence and validates information sources. Identifies resources and support programs to assist Alberta industry stakeholders with their expansion, growth, job creation and investment retention plans.

The Industry Development Officer (IDO) also researches, analyzes and evaluates data and information from a broad selection of resources including stakeholder feedback, sector focused ecosystem, online research, to support the the Supply Chain and Logistics team as well as the other teams in the Industrial Relations division, and initiatives intended to advance economic development and job creation in Alberta. The information and analysis provided by the IDO must be substantiated, comprehensive and reliable. The incumbent must remain aware of relevant trends, issues and best practices across Canada and around the world to effectively analyze diverse industry issues, challenges and opportunities.

Types of guidance available for problem solving:

The Industry Development Officer (IDO) is expected to function with a strong degree of independence and exercise discretion due to the interaction with internal and external clients and complexity of the workload. The incumbent has access to guidance and operational direction from Managers and Directors in the unit and branch, the ministry business plan and related strategy documents. The position works within the parameters of established legislation,

policies, plans and guidelines from existing GoA or ministry policies, processes and standards, and from consultation with other branch and departmental staff.

Direct or indirect impacts of decisions:

The Industry Development Officer (IDO) supports the Supply Chain and Logistic team and works with team members to reach out to industry and government stakeholders to acquire information that can help inform strategic decision making relative to challenges, issues and opportunities in the development of strategies, policies and program initiatives. The effective development and implementation of an industry intelligence framework allows for the systemic identification of opportunities, or challenges to growth in key economic sectors, informing policy and strategy options to facilitate growth and investment. Information provided to Alberta businesses, entrepreneurs and industry organizations through navigational pathways can impact economic growth and job creation to enhance industry competitiveness of target sectors and positively impact business decisions of companies escalating industry growth, job creation and investment attraction.

## Key Relationships

Major stakeholders and purpose of interactions:

**Internal:** Program Services staff, Managers, Directors in the Economic Strategy Division; interaction and engagement with colleagues from other JET branches and units along with other GoA ministries to share industry intelligence and maintain strong working relationships that can help inform the development and implementation of stakeholder outreach initiatives, policy, programs and strategies.

**External:** Private sector company representatives, other levels of government, regional economic development professionals and organizations, provincial and national industry associations, industry ecosystems and post secondary institutions to acquire and share industry intelligence, identify and address barriers, challenges and opportunities and provide navigational path-finding support to access resources, programs and strategic contacts.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Business, Economics, Arts, Public Administration, Political Science

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

2-3 yrs related private or public sector experience in industry development, regional economic development, investment attraction and knowledge in supply chain and logistics.  
Strong communication skills, written and oral, experience in writing reports and executive briefing materials is considered an asset. Position requires a high degree of tact, initiative, professionalism, discretion and judgment.  
Ability to function well in a high performing team based environment that demands a high level of interpersonal skills and collaborative relationship building.  
Ability to complete tasks independently and within allocated timelines.  
High degree of proficiency with MS Office applications and database management.  
Knowledge of the Alberta economy, key industry sectors and key stakeholders. Knowledge of Alberta's competitive economic position in the Canadian, North American and global economies. Experience in working with industrial economic issues is an asset.  
Knowledge of government programs that support entrepreneurs, job creators, investment attraction and economic development in Alberta, along with knowledge and understanding of other related government ministries, agencies and crown corporations.

## 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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes	-Exercises due diligence, good judgment while thinking critically and strategically when engaging stakeholder

		<ul style="list-style-type: none"> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	clients, strives for continuous improvement in industry intelligence acquisitions efforts. -Proactively responds to changes in government or ministry priorities. -Maintains professional approach when engaging challenging stakeholders.
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	-Supports operational planning and reporting. -Proactively partners with others in supporting team initiatives and projects. -Demonstrates self motivation and drives for success within a changing and uncertain operational environment. -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.
Develop Networks	○ ● ○ ○ ○	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	Build and maintain industry and organizational relationship networks to support collaborative approaches with key stakeholders in completing assigned tasks and outreach initiatives.
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	Position will play a key supporting role in developing an information driven knowledge-base approach focused on key industry sector opportunities while facing disruptions and a constantly changing operational environment.