

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Analyst

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

VACANT

Organizational Structure

Division, Branch/Unit

Economic Strategy & Inv./Industry Comp. & Policy

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Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Industry Policy

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Industry Competitiveness and Policy Unit contributes to the development of a competitive economic environment to support industry growth and diversification. This includes developing policies, strategies, and initiatives focused on supporting and growing Alberta's primary, enabling, and nascent industries in order to create jobs, attract investment, and diversify the economy.

The Policy Analyst supports the development of strategies and policy projects, with a focus on the following Department priorities and mandate items:

- ensuring Alberta remains a highly competitive destination for job-attracting investment; and
- exploring programs like the Agri-Processing Investment Tax Credit to incentivize investment in forestry and other manufacturing areas.

To this end, the role will require a strong ability to scope and perform jurisdictional, market, economic, and statistical research and analysis; provide strategic and policy advice related to the industrial economy; and more broadly to identify opportunities to stimulate economic growth, diversification and resiliency, by enhancing opportunities for Alberta's industries. The incumbent coordinates engagement with technical contacts within the department, across Ministries, and with key stakeholders for the purpose of developing policy responses on relevant issues.

Working closely with team members including the Managers and Directors in the branch, JETI colleagues, and contacts in key ministries, the Policy Analyst will prepare internal and external reports, briefings, and communications. This requires extensive problem solving, systems thinking, decision-making, relationship development, and business communication skills. The incumbent represents the department in interdepartmental work teams and cross ministry teams. The incumbent's technical, research, and communication skills are essential to help the Unit, Branch, and Department in achieving the business plan goals to create an environment that attracts investment and job creation opportunities.

Responsibilities

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

Identify key trends, drivers, best practices, and opportunities related to industry growth and competitiveness in Alberta.

- Lead research in areas that may impact future policies and programs.
- Translate evidence to provide insight into key drivers of future opportunities and challenges for economic growth in the province.
- Critically analyze existing options, emerging issues, and leading practices that are relevant to Alberta's context.
- Lead or support in the development of research reports, position papers, and other types of documents to convey the findings of relevant research.

Help inform the development of recommendations to inform Department decision-making.

- Provide advice relating to issues, opportunities, and challenges associated with competitiveness.
- Maintain awareness of processes, tools, and best practices that can be tailored to meet industry development requirements.

Contribute to policy development and program design, to help advance mandate items on ensuring Alberta remains a competitive destination and developing programs to incentivize investment in forestry and other manufacturing.

- Assist with project coordination.
- Draft briefing materials.
- Research jurisdictional precedents and comparables.
- Contribute to option development and assessment.

Liaise with other branches, divisions, ministries, and key stakeholders to support policy development / analysis.

- Build and cultivate relationships with other divisions and government departments to help spur economic diversification initiatives and policy options related to the industrial economy.
- Establish relationships and collaborative opportunities with external stakeholder groups in concert with the Unit Manager and Director.
- Identify linkages across programs and strategies for improving industrial economy and logistics opportunities with a focus on collaboration with cross-ministry innovation and land use teams.
- Work collaboratively with colleagues from other divisions and economic development ministries to advance ministry priorities.

Provide expert advice and recommendations on a range of economic topics and issues including those related to industrial and logistics development supports and projects within the scope of the division's priorities.

- Coordinate and respond to requests for information.

- Prepare and present briefing materials and documents on economic issues of importance to Alberta, for internal, interdepartmental, intergovernmental, or public distribution, as required.
- Support the development of Cabinet submissions.
- Coordinate contract and grant processes for key projects including requests for proposals, contract and grant document writing, proposal evaluation, accountability report review.
- Collaboratively develop and monitor performance measures for target sector activities and projects.
- Conduct other divisional or cross-ministry special assignments as requested by the Manager.

Problem Solving

Typical problems solved:

The problems and issues dealt with are often complex and require a high level of creativity and independent research to define issues, identify implications, and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of Alberta's industrial economy, related interdependencies, and stakeholder views when providing information, analysis, and planning advice.

The position is required to interpret the needs and demands of competing interests (e.g. industry players with competing perspectives, balancing cross-ministry partners' regulatory responsibilities with the certainty required for economic competitiveness, economic development agencies, academic and research organizations, and investors) and to develop policy solutions for often loosely-defined industry and economic development concepts such as market access, economic diversification, supply chain resiliency, and industrial competitiveness and diversification. The position is responsible for identifying and promoting solutions to the economic and industry development challenges and opportunities.

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.

Types of guidance available for problem solving:

Problem-solving will require strong relationships with departmental and cross-ministry officials, and an understanding of Alberta's industrial economy and supply chains, along with relevant policies and legislation. This position requires independent problem-solving, and must exercise judgment and interpretation in resolving complex issues. Situations are often unstructured and variable.

Direct or indirect impacts of decisions:

The work of this position has an impact on the successful development of the industrial economy and supply chains that underpin economic development and competitiveness in the province. This position plays an important role in identifying and supporting industry development and linking stakeholder initiatives and challenges to related government supports and programs. This position provides advice on policy matters to foster economic growth and diversification, create jobs, and attract investment.

The position requires a degree of independence and professionalism due to the level of interaction with both internal and external clients, complexity of workload, accountability for results, and potential impact of policy advice.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager and Director - provide comprehensive analysis research, analysis and interpretation of options to address Unit priorities; develop presentations, briefings and papers; provide intelligence to support their work.
- Staff, contracted or from other units and branches in the division - lead and collaborate on specific projects;
- Other department branches - Collaborate on initiatives and provide advice on the industrial economy, logistics, supply chain matters, and sector prioritization.

- Other ministries - collaborate on cross Ministry and cross Division projects and influence policy proposals as necessary.
- External stakeholder groups and enterprises - consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions.
- Research and academic organizations - obtain relevant data and information.
- Federal/Provincial and Territorial counterparts - share information; seek leading practices, compare Alberta's position to other jurisdictions.

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:

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

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

- 2 years progressively responsible related experience.
- Experience working with and supporting strategic planning and policy development.
- Experience preparing and providing options analysis, reports, briefings, and presentations.
- Knowledge of relevant legislation, regulations, and policies at the federal, provincial, and municipal level that impact the industrial economy.
- Knowledge of related public/non-profit programs related to economic, industry, and business development.
- Understanding of key issues that face Alberta's industries and supply chains, and factors that drive economic development and industry competitiveness in Alberta.
- Ability to collaborate with diverse teams in developing sector strategies, analyses, or policy and program development.
- Ability to develop relationships with multiple stakeholders.
- Possession of superior project management knowledge and experience.
- Possession of detailed understanding of economic development concepts and matters.
- Possession of a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Experience in strong relationship building and some stakeholder engagement.
- Ability to catalyze alignment of initiatives to support target industry sectors and the priorities of the GOA and ministry business plan.
- Knowledge of policy and program development frameworks.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem 	Position is expected to independently execute research projects that may be multi-faceted and may not have precedents. The incumbent should resolve

		<ul style="list-style-type: none"> • 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 	issues that arise or recommend a proposed path for resolution.
Drive for Results	○ ● ○ ○ ○	<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 	Position has responsibility to proactively conduct research and environmental scanning to build awareness of industrial economy, competitiveness, and investment attraction trends and issues at the provincial, national and international level.
Develop Networks	○ ● ○ ○ ○	<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 	Position will be part of a complex environment requiring the development of new networks and collaborative approaches to plan and complete research and analysis activities.
Agility	○ ● ○ ○ ○	<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 	Position often "works in the grey", and situations or obstacles encountered may be nebulous, without a clear path to resolution. Direction can change quickly, requiring the role to adapt quickly.

Benchmarks

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

Policy Analyst (024PS63)