

New

Ministry

Jobs, Economy and Northern Development

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Chief Labour Econ & Senior Mgr

Requested 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

LaWS / Evidence, Policy and Governance / LME

☐ 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 Labour Market Evidence (LME) unit is the source of labour market information (LMI), analysis, and insights on the labour market for government and external stakeholders to inform labour market decisions. To accomplish this, LME produces over 50 LMI products to inform decisions of policy-makers, students, job-seekers, employers, educational and training institutions and other labour market stakeholders.

In addition to these regular and ad hoc deliverables, the LME unit has also took on a pivotal role by spearheading the Alberta at Work LMI Enhancement initiative. This initiative is driven by the imperative to establish a responsive LMI system that effectively addresses the needs of labour market decision-makers. At its core, the initiative seeks to elevate LMI dissemination, bolster the collection of LMI, and enhance the depth of LMI analysis, thereby advancing the understanding of Alberta's labour market dynamics. The LMI Enhancement initiative comprises of over 20 distinct projects.

The Chief Labour Economist and Senior Manager has a critical role in providing accurate, timely LMI, in-depth analysis of trends in Alberta's labour market, and leading projects and initiatives that ensure that Alberta's LMI system is responsive to the diverse needs of its stakeholders, resulting in improved labour outcomes of Albertans.

Responsibilities

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

1. Develop and oversee the technical processes required in producing LMI products and manage ongoing monitoring of labour market trends and issues to ensure that LMI and analytical reports are provided in a timely and accurate manner to inform department direction, programs and initiatives.
 - Provide leadership in developing and implementing processes of monitoring trends in the the labour market as well as the overall economic conditions, ensuring that economic and social circumstances at the local, regional provincial and national levels are taken into account;
 - Serve as the provincial expert on LMI, knowledgeable of current trends in the labour market as well as providing expert guidance in the development of occupational demand and supply forecasts for the Government of Alberta (GoA);
 - Lead the critical analysis of reports and information received from external sources, including in-depth studies done by various consultants to determine their impact on department's policies, directions and new initiatives related to to the labour market;
 - Provide technical leadership and direction to the LME Unit on issues such as data acquisition, data collection, analysis, dissemination and methodologies related to LMI products to ensure that information product development are statistically valid and reliable; and
 - Supervise the economists in the unit, providing direction and guidance in the collection and analysis of LMI.
2. Manage the progress of diverse projects within the LMI Enhancement initiative, ensuring timely achievement of milestones and the delivery of products that contribute to the enhancement of Alberta's LMI system.
 - Employ a range of project management tools to monitor project processes, outputs and deliverables;
 - Coordinate collaborative meetings involving cross-ministry partners, government entities, and industry organizations;
 - Evaluate project outcomes, formulate recommendations for future actions, and provide updates to internal stakeholders; and
 - Serve as a subject matter expert deeply embedded in the development of the LMI portal, ensuring the successful delivery of a \$5 million project over the next three years.
3. Provide critical LMI and expert advise to inform policy and program development.
 - Oversee the economic and/or statistical analysis to assess the impact of policy/regulation change on Alberta's economy. Ensure the construction and maintenance of labour economic models.
 - Lead the development, production and investigation of data from primary and secondary data sources to provide reliable information and recommendations to a wide range of clientele from the general public to senior government officials. Provide leadership in assessing data to determine its suitability or usefulness.
 - Impart an in-depth understanding of the economy and the factors that impact to staff and other departmental staff. Liaise with the division to assess viability of proposed policy recommendations and changes on the economy.
 - Advance the quality design of tools for statistical analysis, definitions and interpretations of labour economic data and statistics. Ensure in-depth analysis of the impact of national, provincial and local initiatives and changes in legislation and programs are documented and provided in reports with recommendations to senior managers.
 - Liaise with Workforce Strategies to ensure that industry feedback is considered in forecasting trend analysis.
4. Lead transformative innovations in data collection and dissemination and strategic communication strategies, collaborating closely with key stakeholders to identify and drive new initiatives aimed at strengthening the LMI system.
 - Develop comprehensive project charters, work plans, and implementation strategies, encompassing goals, resource allocation, and timelines.
 - Initiate and guide the approval process, ensuring funding availability and selecting optimal procurement approaches for projects under the LMI Enhancement initiative.
 - Organize meetings with cross-ministry partners, government bodies and industry stakeholders.

- Manage external contractors, prepare requests for proposals, and oversee the contractor selection process.
 - Utilize various project management tools to monitor project progression and outcomes.
 - Assess project results and present recommendations for future steps.
5. Execute essential managerial duties to ensure successful delivery of regular LMI reporting and analysis and project outcomes within the LMI Enhancement initiative.
- Coordinate unit activities by assigning tasks, establishing priorities and directing staff efforts to ensure timely completion of deliverables.
 - Evaluate and verify employee performance through meticulous review of completed tasks and techniques, ensuring accuracy of data and analyses, high-quality reports, and effective project delivery.
 - Identify staff training and development requirements, ensuring implementation through performance plans and regular check-ins.
 - Manage staff recruitment, involving the creation of staffing requests, job descriptions, recruitment documents, interviews, evaluation, and hiring.
 - Maintain records, generate reports, and compose correspondence relevant to the unit's work.
6. Spearhead the establishment of collaborative relationships and partnerships with government entities and departments, staying informed about developments in labour economics, statistics, labour force data, demographics and data advancement.
- Manage methodology development, technical analyses, and recommendations for resolving intricate economic, demographic and social matters.
 - Lead efforts to address economic and technical challenges with senior officials at federal, provincial and municipal levels, representing Alberta's interests in labour market statistics and forecasts discussions.
 - Expand existing working relationships with government bodies, departments, industries and other stakeholders to identify and address shared interests and concerns.
 - Coordinate and resolve labour market statistical issues for Alberta and its regions across government departments.
 - Support the Minister, Executive Team and senior officials by furnishing expert advice on complex labour market matters through written and oral communication, emphasizing technical leadership in information portal and communication development.

Problem Solving

Typical problems solved:

- Typical problems to be solved include:
- Investigating and understanding Alberta's labour market challenges and providing data to support analysis.
 - Developing complex and reliable economic models at provincial and sub-provincial levels to understand Alberta's labour market and forecast labour market trends.
 - Developing new approaches to gather data to address gaps in labour market information at the granular and local level.

Types of guidance available for problem solving:

The position will be seen as the technical expert on the labour market and will be required to reach out to similar experts inside and outside government to solve problems. The Director will be available to provide advice on the context of problems in relation to the political and organizational environment. In addition, the Director will provide guidance on how to develop and collaborate with organizations within and outside g be seen as the technical expert on the labour market and will be required to reach out to similar experts inside and outside government to solve problems. The Director will be available to provide advice on the

context of problems in relation to the political and organizational environment. The Director will provide guidance on how to develop and collaborate with organizations within and outside government.

Direct or indirect impacts of decisions:

Impacts of decisions are wide as inaccurate and unreliable information has the potential to result in weak policy and ineffective program decisions to internal and external stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

- Engages in regular discussions with the Director, LME, providing updates on the progress of LMI projects, identifying emerging challenges, and offering potential solutions. Collaboratively addresses issues to implement enhancements effectively.
- Briefs executive level management and the Minister on the advancements and impact of the LMI portal, as well as providing insights into labour market performance and research findings.
- Engages with senior-level personnel from various provincial departments, external government entities, economic bodies, academic institutions, and industry associations. Offers expertise during consultations, presentations and discussions.
- Fosters productive collaboration with economists in relevant government departments, such as Treasury Board and Finance, Jobs, Economy and Trade, Advanced Education, Indigenous Affairs, and Seniors and Community and Social Services.
- Establishes strong working relationships with staff across different government sectors.

Required Education, Experience and Technical Competencies

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

If other, specify:

Data analysis expertise

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

- Demonstrated understanding of economic concepts, trends and data, with experience working on labour market related projects. Proven experience in successfully managing complex projects, including those involving data dissemination strategies, information portals, or similar initiatives. Prior roles with leading technical teams or projects related to data management, analysis and dissemination are assets.
- Experience engaging with diverse stakeholders, including government bodies, industry associations, and academic institutions.
- Advanced proficiency in using data analysis tools such as Excel, statistical software (e.g., R, Python, SAS), and visualization tools to extract insights from data.
- Experience creating compelling visualizations to effectively communicate economic and labour market insights to various audiences.
- Strong knowledge of database management systems and data manipulation techniques.
- Ability to instruct, direct and evaluate employees
- Ability to analyze and appraise facts and precedents in making management decisions.
- Ability to develop procedures and methods.

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	This role requires in-depth knowledge of economic principles and analytical tools, modelling, environmental scanning, and trends

		opportunities <ul style="list-style-type: none"> • 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 	analysis. The C level is reflective of the wide breadth of professional experience required to navigate a broad range of labour market issues impacting the department.
Creative Problem Solving	○ ○ ● ○ ○	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • 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 	The position requires considerable analytical, interpretive and evaluative thinking to synthesize a diversity of information and to anticipate the impact of the branches actions and initiatives.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: <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 position operates within a well-defined strategic frame of reference; however, the position exercises a high degree of judgment and interpretation. The position responds to emerging issues in the context of the labour market 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	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates 	The position 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

		communication and collaboration <ul style="list-style-type: none">• Anticipates and reduces conflict at the outset• Credits others and gets talent recognized• Promotes collaboration and commitment	processes to optimize executive decision making
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Benchmarks

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

Manager, Labour Market Evidence, JET
Manager, Economic Analysis, JET

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