

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Investment Opportunity Analyst

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

JET

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Economic Intelligence and Investment Services Branch

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 Ministry of Jobs, Economy and Trade (JET) enhances Alberta's competitive advantage by creating the conditions that will help more Albertans prosper. This includes delivering policies and programs that grow and diversify the economy; attracting and developing a highly skilled workforce; and promoting safe, fair and healthy workplaces. The Economic Strategy and Investment Division is focused on ensuring strategies and related policies are developed with a broad economic lens and line of sight to investment, economic growth and job creation. The Division leverages stakeholder intelligence, robust economic principles and advanced data analytics to formulate effective strategies and deliver programs that support job creating investments in Alberta.

Reporting to the Manager of Investment Opportunity Analysis, the Investment Opportunity Analyst (IOA) collates data, information and intelligence to assess investment opportunities, continually improves tools and processes to support job creating investments, and coordinates with partner organizations. This work shapes and supports the implementation of major government priorities to attract investment in support of a stronger provincial economy.

The IOA is responsible for coordinating and facilitating collaboration forums that bring together key investment attraction ecosystem partners. This position is key to establishing and maintaining JET's leadership in the investment ecosystem in providing service to investors, delivering an integrated approach

engaging JET, other ministries, Invest Alberta Corporation (IAC), municipalities and other facilitators of investment, such as the Government of Canada, and Invest in Canada, to coordinate pathfinding services, policies and cooperation mechanisms.

This position works in close cooperation with a wide variety of internal and external partners to coordinate the attraction of business, jobs and capital to the province by providing client service delivery excellence to key stakeholders in the Investment and Growth Community of Practice (CoP). The role will establish and maintain influence to coordinate, where appropriate, resources within and external to the ministry to bring to bear specific expertise required to advance investment in Alberta.

This position undertakes the development of plans, processes and data management systems to support the monitoring, evaluation and reporting of the Investment Opportunity Evaluation Unit's progress towards strategic priorities related to the investment and growth of the Alberta economy. The position leverages the findings from the evaluation process to encourage adaptive management and continuous improvement to achieve identified outcomes. The incumbent will facilitate a culture of data management and reporting that ensures programs and services increase investment maximizing economic opportunities across Alberta.

The position requires strong project management and analytical skills for complex cross-ministry projects, problem solving and networking skills, and strong inter-personal skills to develop strategic alliances and partnerships. This position will support other projects as needed, based on strategic/shifting priorities and delivery models. Therefore, agility and demonstrated ability to build and apply specialized knowledge to a broad scope of complex investment and retention issues is key. The role will establish, maintain, influence, and coordinate, where appropriate, resources within and external to the ministry to bring to bear specific expertise required to advance investment in Alberta.

Responsibilities

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

This position is focused on enhancing Alberta's investment attraction ecosystem through ongoing investment opportunity analysis, tracking and reporting on investment leads, and improving collaboration across Alberta's investment ecosystem partners.

Investment Opportunity Evaluation

- Gather industry intelligence to maintain a working knowledge of Alberta's investment attraction ecosystem to support opportunity evaluation.
- Integrate investment data with economic and industry intelligence to evaluate investment opportunities to produce solid project evaluations and prepare coherent briefings.
- Consult and advise on the development and implementation of evaluation processes, frameworks, data systems and tools to assist the Unit in evidence-informed decision-making.
- Engage colleagues across the department and the GoA to gather intelligence and collaborate to inform investment opportunity evaluation.
- Pro-actively stay abreast of leading practices related to investment attraction and investment trends.
- Manage data subscription contracts to ensure access to appropriate data to vet investment leads.

investment Tracking and Reporting

- Create and maintain an effective investment services tracking system that captures information on potential investments, success in obtaining investment commitments, relevant investor profiles, and track the GoA services provided to each investor. and reporting systems to inform senior leadership and investment ecosystem partners.
- Prepare regular reports and briefings on the data from the tracking system.

Collaboration

- Actively encourage continued commitment to the Investment and Growth Community of Practice (COP) by developing professional relationships, providing coordination tools such as a dedicated SharePoint site, coordinating regular meetings, providing value-added learning, and providing analysis as needed.
- Lead the coordination of speakers for the COP on pertinent, timely topics related to investment

attraction that will benefit all members of the investment ecosystem.

- Recruit replacement members when positions on CoP become vacant.
- Operationalize service delivery coordination, which involves maintaining relationships with members of the CoP and reporting to the COP as well as to members of the Executive Team at JET.
- Organize yearly one-on-one conversations with all internal ecosystem members to gauge impact of initiatives and identify ways to ensure continuous improvement of all the ecosystem deliverables. (*CoP, tracking, investment opportunity evaluation*).

Program / Policy Support

- Plan and implement engagements with colleagues across the department to share intelligence from stakeholders in support of the development, implementation and evaluation of policies and programs.
- develop and refine engagement processes to ensure ecosystem information and connections to investor services are identified, communicated and implemented in a timely manner.
- Provide input to JET colleagues on policy and program development; ensure stakeholders are aware of new policies and programs.

Maintain a high standard of communications and reporting

- Prepare reports, briefings, presentations and other written materials on the status and findings of evaluation projects.
- Contribute to the development of responses to Action Requests and/or briefing materials for senior leadership including the Assistant Deputy Minister, Deputy Minister and the Minister.
- Create and maintain SharePoint sites as required by the investment ecosystem, providing support for members as needed and showing initiative for constant improvement.
- Communicate regularly with internal and external investment ecosystem partners to ensure that members and executive leaders have the information necessary for decision making, and ensuring that enquiries that come to the system have responses within the established standard time frame.
- Represent the branch's perspective on various committees, teams and working groups.

Problem Solving

Typical problems solved:

Problem 1: This role aims to provide tailored information to investors who have diverse needs, requiring close collaboration with ecosystem partners to address this diversity.

Mitigation 1: Identify and implement ways of assisting investors in making their decisions through information, coordination, and networking. Apply sound judgment to determine which part of the network may have the information to meet a unique need.

Problem 2: Working under tight time constraints to collect information and respond to requests.

Mitigation 2: Plan, prioritize and coordinate multiple tasks / projects. Develop systems to identify and extract required information on a short time line.

Problem 3 : There is often no standard template for the types of information necessary to meet the needs of investment inquiries.

Mitigation 3: Significant judgment needs to be applied to determine appropriate procedures and responses. The analyst must also rely on relationships with partners to develop a consensus.

Types of guidance available for problem solving:

In Consultation with the Manager and/or Director:

- Ministry Business Plan
- Manager and Director expertise, experience and coaching
- Collaboration with colleagues in the branch and the ministry
- Collaboration with stakeholders in other ministries of GoA

Direct or indirect impacts of decisions:

Decisions made by this position impact the quality of data available to the Unit to support briefing materials, ad hoc and annual reporting, evidence-based decision-making, and influence the progress, quality and continuous improvement of Alberta's investment eco-system through the Community of Practice.

Systemic problems, gaps and issues in the Alberta investment attraction ecosystem are identified and fed into the Ministry intelligence gathering process, which informs policy and strategy, options, and decisions.

Partners who service investors are provided with timely and accurate information to support investors in decision-making which will ultimately result in new investment coming to Alberta.

Duplication of effort is avoided when all players across the GoA are coordinated in their approach to attracting new investment to Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Manager - Daily/Weekly - Two-way discussion on efficient operations, stakeholder coordination, knowledge/ information exchange, reporting, guidance and mentoring, vacation/spending/training/ expenditure approval.

Director - Weekly - Provides unit direction and department reports/insight. Expenditure approval above manager level.

Executive Director - As Required - Leadership for the branch / strategic direction/ information

Other Ministries/ Ecosystem partners - Ongoing - support senior leaders, executives and partners to ensure the smooth operation of the triaging/pathfinding services. Engagement, as needed, with cross-ministry land use teams (e.g., Environment & Protected Areas, Energy & Minerals, Agriculture & Irrigation, Forestry, Parks & Tourism) talent and training (e.g. Advanced Education, Immigration & Multiculturalism), and ministries with industry value-added /manufacturing initiatives (e.g., Energy & Minerals, Agriculture & Irrigation, Forestry & Parks.)

Minister's Office/Deputy Minister's Office/Assistant Deputy Minister- As requested. Information for Public Accounts Committee or Policy Implementation Cabinet Committee or other meetings as requested.

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:

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

- Post-secondary education related to international business, finance, marketing, and/or business development or equivalent.
- Minimum of three years of related experience in investment, business attraction or government coordination, but an equivalent combination of related education and experience may be considered.
- Working knowledge of business management, domestic and international marketing principles and practice.
- Knowledge of federal, provincial and international investment policies as they pertain to Alberta's sector priorities.
- Knowledge of government and ecosystem partner resources, programs and services.
- Knowledge of the GoA market priorities for investment attraction and JET's business plans, objectives, services and programs. Understanding of government regulations as well as GoA policies.
- Familiarity with Alberta's priorities, industry trends, consolidations, divesting, acquisitions and mergers.
- Ability to facilitate alliances, networks and business relationships with partners, clients and other experts.

- Ability to analyze situations, solve problems, manage change and make decisions.
- Effective communication skills. Well-developed verbal, written and interpersonal skills including reporting, presentation, and negotiation skills.

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 | | |
| Drive for Results | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction | <ul style="list-style-type: none"> - Strong project coordination skills, which include the ability to assess priorities, coordinate diverse projects and make optimal use of resources to achieve outcomes. - Excellent analytical skills, including the ability to summarize complex and disparate information in a clear and concise manner, while engaging others for insight and data. - Actively supports the collection and analysis of data to drive improvement. |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood | <ul style="list-style-type: none"> - This role requires significant investment in relationships across government, as well as with external organizations and other orders of government. - Incumbent must ensure that potential investors are connected to all the resources and support required to achieve a successful investment. |
| Agility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on | <ul style="list-style-type: none"> - The incumbent must be proactive and adapt to continue to deliver excellent service to the wide range of clients served. - The needs of investors and the capacity of the investment ecosystem will continue to evolve, necessitating adaptation and an agile response. |

