

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested 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

Job Purpose and Organizational Context

Why the job exists:

The Export and Investment Branch focuses on attracting investment to Alberta's agri-processing sectors and expanding export opportunities for Alberta businesses. The Branch also designs and delivers Sustainable Canadian Agricultural Partnership (Sustainable CAP) and the Agri-Processing Investment Tax Credit (APITC) program to grow the value-added sector. All work is conducted with the goal of ensuring that the interests and priorities of the department and the Government of Alberta are effectively represented in investment and export services. A robust and strategic approach to legislative planning and development enables Agriculture and Irrigation to achieve mandate outcomes.

Reporting to the Manager of Monitoring and Evaluation, the Senior Policy and Program Advisor has an integral operational and analytical role in backing the mandates of the Export and Investment Branch. This position will be responsible for managing the development of new, or amending existing, statutes, regulations, policies and decision documents to implement policies governing Alberta's investment and export systems.

The Senior Policy and Program Advisor works with department and cross-departmental partners to achieve high quality, integrated and coordinated strategic policy development, from engagement through legislative coordination, that supports the Ministry's and Government of Alberta's strategic policy direction and objectives. Collaborative work is imperative to achieve results required by government and

stakeholders. As such, this position is required to liaise with other staff of the branch, division, department and other key departments such as Treasury Board and Finance, as well as Job, Economy and Trade.

The Senior Policy and Program Advisor has a significant degree of independence in leading and managing policy development and legislative projects as a central resource to the Branch. This position is responsible for preparing high quality and timely policy development and legislation packages to support government direction and mandate. The documents drafted by this position require the highest degree of accuracy, attention to detail, and quality assurance. Although legislative frameworks are in place, the position requires creativity to address many atypical requests which are diverse, politically sensitive, and complex.

This position acts as an internal consultant managing the Branch's analysis and advice in the development of integrated policy and legislative options, requiring the need for significant influence without direct reporting authority. This involves the strategic management of the policy development process, including issue identification, research and analysis, development of options, implementation, evaluation, and preparation of necessary documentation as the policy proceeds to senior leadership and the Cabinet decision-making process.

It is anticipated that this position would work on the Value-added Agriculture Investment and Growth Strategy, APITC program review in 2027-28, and Sustainable CAP related programs.

Responsibilities

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

1. Provide project planning and management services to support initiatives through timely and effective delivery of high-quality support, analysis, advice, recommendations, and issues management.
 - This is a key position to provide leadership, direction, and coordination in developing and managing the Branch's strategic policy framework, including the Value-Added Investment and Growth Strategy.
 - Conduct regular consultation with program areas regarding policy development, program issues, and legal issues embedded in policy questions that may have legislative and/or regulatory implications.
 - Identify and assess current and emerging trends and issues that have the potential to significantly influence investment and export programs and services. This position will anticipate, evaluate, and provide recommendations on emerging policy issues and politically sensitive topics.
 - Undertake relevant research to identify best practices and solutions applied in other jurisdictions, including liaising with other levels of government within Alberta and Canada to understand their approach and application.
 - Provide effective leadership and or participation on cross-ministry committees and initiatives to ensure the interests are presented and represented, including the Ministerial Agri-Investment Task Force.
 - Identifies and evaluates complex and sensitive issues that impact the value-added agriculture industry, investors, international market offices, municipalities, private and non-profit sectors, industry associations, other government departments, and interest groups.
2. Support program areas in the use of standardized practices, processes and procedures for legislative excellence
 - Develop briefings, presentations, correspondence, reports and Action Requests regarding policy or legislative issues or initiatives to ensure that information regarding the Branch's policies and rationale is available and understood.
 - Contribute to the development, implementation, and ongoing evaluation of policies, processes, and strategies within the context of corporate models (e.g. the GoA Policy Development Process; Ministry-specific process; industry best practices) and ensure alignment of policies with the Ministry's and Government's strategic direction, mandate, commitments, and business plans.
 - Prepare and manage correspondence and briefings for the Minister and the Deputy Minister, ensuring timely, accurate, and appropriate preparation and content. This requires a broad knowledge of the Ministry and government programs, sensitivity to confidential matters, an understanding of Minister's and Deputy Minister's writing styles, and dedication to quality.
 - Support the development and renewal of corporate procedures that comply with government policy and legislation and ensure consistent processes are utilized throughout the Branch while respecting the

diversity of program area requirements.

3. Working with AGI's Policy Services, Planning and Innovation, ensure the timely passage of regulations and policies through the government decision-making process, and Bills in the Legislature, that meet Ministry policy objectives
 - Provide support to program areas throughout the planning stages of legislative development to assess and address legislative and regulatory needs, and to identify capacity, resourcing, and expertise requirements.
 - Lead the preparation senior level briefings, advice and recommendations for legislation, regulation, and policy decisions through the government process (Strategic Policy Committees, Legislative Review Committee, Cabinet, Caucus, and the Legislative Assembly) which includes managing the development and approval of required materials (drafting instructions, 4-column documents, Recommendations for Orders in Council, Ministerial Orders) and the identification of briefing meetings with the Deputy Minister and Minister.
 - Prepare the requisite legal documents that support the review, approval, and enactment of legislation.
 - Provide recommendations and rationale as to which policy decisions should be set out in legislation to strengthen the legal framework for the programs and services, as well as which should be in regulations or other policy instruments.
 - Provide direction to, and act as a liaison between, program area staff, and other ministries or government agencies.
4. Conduct activities in the policy development cycle for programs, policies, regulation, and legislation assigned to the business area.
 - Issue identification: Identifies symptoms, root causes, and contributing factors related to issues researched.
 - Research and Analysis: Conducts research using academic literature, grey literature, qualitative and quantitative data collection (e.g., jurisdiction scans, surveys, interviews) and analysis and synthesizes it and analyzes to identify issues, solutions, and impacts of and to programs, policies, regulation, and legislation. Distinguishes credible sources of information and references source documents. This includes communicating (written and verbal) through various documents and methods.
 - Options Development: Using research and creative problem solving, develops and analyses options and recommendations for changes to programs, policies, regulation, and legislation. This includes communicating (written and verbal) through various documents and methods.
 - Engagement: Initiates, plans, executes, monitors, and evaluates engagements (e.g., communication, consultation, working groups) with internal and external stakeholders on programs, policies, regulation, and legislation. This includes communicating (written and verbal) through various documents and methods.
 - Decision Making: Develops documents to support decision making by department and government senior officials' (Cabinet, Minister, Deputy Minister, Assistant Deputy Minister, and senior management). This includes communicating (written and verbal) through various documents and methods.
 - Implementation: Initiates, plans, executes, monitors, and evaluates the implementation of changes to programs, policies, regulation, and legislation. This includes communicating (written and verbal) through various documents and methods.
 - Evaluation and Performance Measurement: Initiates, plans, executes, monitors, and evaluates programs, policies, regulation, and legislation, including setting up performance management systems using information technology. This includes communicating (written and verbal) through various documents and methods.
5. Takes a lead role in managing projects and may supervise project staff and/or consultants to ensure timely project completion, as required by each assigned project.
 - Initiates: Identifies the need for a project and develops documentation to seek approval to initiate a project (e.g., budget, resources, scope, schedule)
 - Plans: Plans a project including resource requirements (e.g., staff and budget), scope, work breakdown structure, schedule, and establishes work teams (including consultants/contractors).
 - Executes: Ensures and completes agreed tasks to complete the project and assigns work and coordinates

and accounts for the completion of assigned projects with alternative project routes.

- **Monitors and Controls:** Establishes mechanisms and documentation to identify risks, mitigations, respond to issues, and take action to ensure quality and that the project is on time, on scope, and within budget.
- **Closes and evaluates:** Assesses the success of the project, documents lessons learned, conducts records and information management, and transitions project to appropriate operational business area.

Problem Solving

Typical problems solved:

Types of decisions made independently are:

- How to conduct research and analysis for programs and policies
- How to effectively manage programs and projects for success (e.g., plan, execute, monitor, manage conflict) project teams evolving multiple clients, stakeholders, and priorities.
- How to balance interests and views from various perspectives while ensuring compliance with policies, regulations, and legislation and maintaining collaborative, and respectful relationships.
- How to innovate service delivery in accordance with policies, regulation, and legislation.

Types of guidance available for problem solving:

Guidance is available for problem solving includes:

- Consultation with the Manager and Director;
- Procedures, Policies, Regulations, and Legislation
- Consultation with subject matter experts (Finance, Human Resources, Information Technology, Communications, Legal).

Direct or indirect impacts of decisions:

Impacts of decisions:

- Directly and indirectly result in changes to agreements, policies, programs, regulation, and legislation.
- Directly and indirectly impact decisions on engagement and outcomes of engagement with internal and external stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Interact daily with peer and junior employees to provide direction, resolve issues, and ensure program operational needs are met.
- Interact daily with the Manager to provide information to support planning and decision-making.
- Interact as needed with other members of the section, branch, division, department, and other departments to exchange information, receive direction, and collaborate on initiatives and information technology systems.
- Regular and Ongoing contact with AGI's Policy Services, Planning and Innovation to request and seek advice on issues arising with respect to legal risks and implications of regulatory changes/decision making authority.
- Export and Investment Branch team: Support the development and delivery of branch plans and strategies; provide advice and recommendations; resolve issues and concerns; and collaborate on initiatives. Provide regular updates on status, timelines, and resourcing of projects.

External:

- Interact regularly other government departments to understand issues and opportunities, provide information, engage, share decisions.

Required Education, Experience and Technical Competencies

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

If other, specify:

Public Administration, Project Management, Public Policy, Political Science, or other related degree.

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

Job-Specific Experience:

4 years progressively responsible related experience in managing complex projects or programs, and providing written and verbal analysis and recommendations to senior officials.

Technical Competencies:

Knowledge of the Government of Alberta, department, and business area's:

- o Strategic goals, business plans, priorities and policy direction.
- o Government policies, regulations, and legislation that affect all departments (e.g., Freedom of Information and Protection of Privacy Act, Government Organization Act, Financial Administration Act, Visual Identity Manual).
- o Decision making processes and functions.
- o Political, legal, and regulatory environment.
- o Clients and stakeholder groups affected by the department and section mandates, including relevant committees, advisory groups, and representatives.

Knowledge and demonstrated abilities in:

- o Program and policy development, which demonstrate systems thinking, strong analysis, and problem-solving.
- o Project management (e.g., planning, execution, monitoring of projects), which result in projects being completed to the scope, budget, schedule, and quality required.
- o English communication (e.g., written and verbal communication, presentations, briefing notes, reports), which result in accurate, plain-language, comprehensive and succinct information being provided verbally or in writing.
- o Ability to understand, interpret, and apply various government, department, division, and business area policies and procedures, regulations, legislation, and agreements.
- o Decision-making, which result in decisions that in compliance with government policies, regulations, and legislation and sensitive to the political and stakeholder situations.
- o Continuous improvement and innovation, which result in improvements to procedures, programs, policies, regulation, or legislation.

Proficiency in office information technology used for tasks, including:

- o Microsoft office suite (i.e., Word, Outlook, PowerPoint, Excel, SharePoint, and Teams)
- o Adobe Creative Suite (i.e., Professional, InDesign)
- o Action Request Tracking System (ARTS)
- o 1GX
- o BERNIE Portal (BERNIE)

Certification and/or Training:

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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	<p>AGI has had success in adding value to the investor experience by streamlining environmental approvals, securing expedited permits, and cutting wait times for Foreign Ownership of Land exemptions.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Creates an adaptable environment:</p> <ul style="list-style-type: none"> • Fosters agility, proactive and flexible practices • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture 	<p>Projects and priorities are constantly changing and staff must remain optimistic and calm, in stressful situations. Attracting investment is a competitive business. Alberta is competing with other Canadian provinces, US states, and other countries in attempting to attract investment into the agriculture sector. Agility is required to respond to the policy environment required to act fast and not miss opportunities.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Shapes APS goals with a view of entire network:</p> <ul style="list-style-type: none"> • Considers whole system and links; sets goals for long-term outcomes and broad perspectives • Evaluates short, medium, and long-term impacts to inform progress 	<p>Conducts comprehensive research and develops materials that speak to current state with anticipation of outcomes to take a holistic long-term view of challenges</p>

		<ul style="list-style-type: none"> • Shapes organization to meet client needs; helps others see their role in this 	and opportunities.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Aligns different groups to achieve goals and realize broader outcomes: <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	Conducts comprehensive research and develops materials that speak to current state with anticipation of outcomes to take a holistic long-term view of challenges and opportunities.

Benchmarks

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

024PS06, 024PS10, 024PS56, 024PS07

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature