

Update

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Trade Advisor

Current Class

Program Services 4

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

Trade Policy & Competitiveness/Trade Competitiven

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager Trade IGR

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

No responsibilities added, some wording changes. For example:

(Original) Leverage a strong understanding of federal, provincial and territorial trade priorities, and propose strategies to advance Alberta trade priorities through collaboration with other jurisdictions.

(Updated) Leveraging a strong understanding of Alberta's business environment, the Trade Advisor uses market insights and trend analysis to propose strategies to advance Alberta trade priorities through collaboration with other jurisdictions.

Responsibilities Removed:

No responsibilities removed.

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration (JETI) promotes Alberta's trade interests on the global stage and supports Alberta businesses to diversify into new international markets through programs, services, and international trade missions. The Trade division is focused on developing strategies and related policies and programs to support Alberta's exporting companies including international missions, trade policy and negotiations, intergovernmental engagements, and trade capacity and ecosystem coordination.

The Trade Competitiveness unit leads the planning, development, and execution of projects and initiatives which support export development and growth, trade diversification and competitiveness in Alberta. The unit oversees the Ministry's assessment of export markets based on data and analysis and strong understanding of Alberta exporting industries. The unit also leads on trade-related intergovernmental meetings and engagements and participates in cross-government initiatives and information sharing forums to ensure a shared understanding of trade priorities.

The Trade Advisor works to support the Manager (Trade IGR) with senior level research, analysis, coordination, planning and execution for a wide variety of trade initiatives. The Trade Advisor will take a lead role in developing strategic briefings and analysis on trade related issues and will be called upon to provide leadership to the Trade Analyst for various assignments. The Trade Advisor brings expertise in the area of Alberta's export environment, and uses their understanding of the complex intergovernmental and international environment the division works within to support JETI initiatives.

Responsibilities

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

1. Lead the research, analysis and preparation of briefings, reports, and presentations on topics to support Alberta trade relations.

- Leveraging a strong understanding of Alberta's business environment, the Trade Advisor uses market insights and trend analysis to propose strategies to advance Alberta trade priorities through collaboration with other jurisdictions.
- Prepare and provide input and advice for briefings, presentations and reports; identify issues and potential policy responses; provide perspective and alignment with strategic priorities on a wide array of issues; support the policy activities of other units in the department; provide strategic advice to the Minister and other senior leaders as required.
- Lead the development of briefing packages for meetings of seniors officials including preparations for Federal, Provincial and Territorial (FPT) meetings of Ministers, Deputies, and Assistant Deputy Ministers.
- Working with the Manager identify, compile, and analyze inputs from cross-government partners on trade related issues and identify and assess policy gaps and opportunities for briefings, presentations, etc. for senior officials.
- Conduct e-scanning and other activities, on a regular basis, to better understand Alberta and Canada's international trade position and emerging issues.
- Identify opportunities and challenges for Alberta's trade competitiveness based on current events, inter-provincial activities and foreign relations awareness.

2. Monitor and lead the research and analysis of foreign government trade and related economic

strategy/policy materials in support of Ministry initiatives.

- Has a strong understanding of economic and/or trade strategies developed in international markets and leads the assessment of their implications on Alberta exports.
- Provide advice and support on division activities requiring an intergovernmental and international trade policy perspective and incorporate knowledge of international strategies which may impact Alberta's exporting companies.
- Working with the Trade Data Assessment unit, incorporate international trade data analysis in support of Alberta's trade position.
- Work across the division to understand trade mission achievements and ecosystem involvement with Alberta's various trading partners to better inform materials developed for senior officials.

3. Support Alberta industry-specific market analysis.

- Understands Alberta's exporting industries and can identify opportunities and challenges and look for ways to incorporate Alberta industry perspectives into briefings, presentations, reports, and other initiatives for senior officials.
- Identify sources of industry-specific data (industry associations, trade organizations, academic institutions) for consideration and use in trade related materials and to strengthen intergovernmental initiatives.
- Working with Trade Data Assessment, identify ways to incorporate industry specific data views and analysis into briefings, presentations and other materials for divisional or senior leadership use.

4. Support special projects and cross government initiatives.

- Support special trade-related initiatives and projects on an on going basis with research, planning, product development and execution.
- Attend relevant meetings of cross government officials to develop a greater understanding of intergovernmental issues, dependencies and activities across government.
- Provide support to cross government partners on an ad hoc basis regarding strategic initiatives which can further support Alberta's trade positions.
- Maintain an awareness of cross government initiatives, announcements and policies which influence international trade.

Problem Solving

Typical problems solved:

The Trade Advisor leverages a strong understanding of both Alberta industries and trade and uses information and data from a variety of sources to provide strategic advice when developing briefings, presentations, etc. for work that may influence the Ministry's trade relations. When tasked with preparing analysis and/or recommendations on initiatives and policies, the Advisor needs to reference a wide variety of materials and stakeholders to build knowledge and formulate recommendations for the Ministry. The Advisor understands the complexity of international trade, including perspectives of multiple levels of government and stakeholder involvement and policies, and uses their expertise to effectively analyze and produce strategic recommendations. This position is required to conduct research to support the draft responses to action requests that may have no precedent, interpreting and synthesizing input from a wide range of sources. The Advisor also needs to be able to work in a fast-paced often rapidly changing environment and leverage strong relationships and utilize systems thinking to adapt and meet timelines.

Types of guidance available for problem solving:

The Advisor is expected to function with a high degree of independence. Critical thinking skills are necessary in order

to solve problems, however the Manager provides direction and guidance on a regular basis. This position should also leverage historical information and research through a variety of sources to determine solutions to issues based on similar past circumstances.

Direct or indirect impacts of decisions:

Success in this role results in effective information flow across multiple teams within the branch and division including coordination and resolution of issues, contributing to effective decision making and improved outcomes / expectations. This position also impacts delivery of timely research and support to other trade analysts, which contribute to advancing Alberta's international trade interests.

Key Relationships

Major stakeholders and purpose of interactions:

The Trade Advisor interacts primarily with the unit Manager to determine direction, clarify expectations, and manage issues as they arise. Interaction with the unit Director takes place as needed for additional context and recommendations.

Frequent interaction with members of the Unit and Branch is required to coordinate Unit activities and to collaborate on projects and assignments.

Regular interaction with staff outside the Branch is required to determine what information is required to support international mission planning and other domestic trade activities.

This position may also interact with external stakeholders, such as Alberta exporting businesses or economic developers to respond to inquiries.

This position will collaborate with representatives of other departments, economic development agencies, and other jurisdictions to gather information and to maintain awareness of trends that inform policy development.

Required Education, Experience and Technical Competencies

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

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

A strong understanding of the international trade ecosystem and Alberta industries including familiarity with dependencies across GoA, Alberta stakeholder organizations, and federal Ministries.

- Strong data and analysis skills
- Strong knowledge of GoA policy development, government structures, operations and decision-making process.
- Ability to facilitate problem solving and support decision-making.
- Ability to develop effective cross-Ministry and cross-GOA working relationships.
- Well developed project management skills.
- Excellent interpersonal and communication skills, including: clear and concise writing ability, strong listening skills, strong public speaking and presentation skills, work effectively in team environments, strong interpersonal and networking skills, diplomatic and professional, ability to anticipate and develop strong understanding of the needs of executive level decision-makers, ability to effectively gather, integrate and interpret multi-faceted information from a range of sources and perspectives.

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"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • 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 	<p>Research and analysis of complex systems and issues and an ability to communicate difficult concepts to audiences without a background in the subject matter. Ability to look at different pieces of information which may relate to an issue and ask probing questions to gain greater clarity and identify ways to synthesize information, and data, to present a coherent narrative in issues briefings.</p>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>The Advisor needs to have a strong understanding of the international trade ecosystem and gather and synthesize information to present one coherent perspective for senior officials on issues and opportunities. The Advisor will understand the variety of perspectives from various jurisdictions and consider a broader scope beyond the province of Alberta.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <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 	<p>The unit and Ministry work within a continuously changing economic and political environment and the analyst must be committed to continuous understanding of the environment in which Alberta's international trade systems operates.</p>