

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

IMM Partnership Advisor

Requested Class

Job Focus

Policy

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

☐ 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 Immigration Policy and Programs Branch leads immigration activities with the goal of supporting economic, inter-governmental and international talent attraction goals for Alberta. The branch supports immigration policy development, program design for Alberta's immigration programs, inter-governmental relations on immigration, and international talent attraction.

Reporting to the Manager, Immigration Partnerships and Attraction, the Immigration Partnership Advisor is responsible for providing specialized knowledge, analysis and information, as well as stakeholder engagement and partnership development, to support the Province's international talent attraction strategies and initiatives, as well as Alberta's federal-provincial-territorial relations. This position must connect with key stakeholders across the Government of Alberta, with other governments in Canada, with Canadian Embassy and Alberta International Office staff, and partners and stakeholders in other countries. The Advisor supports government-to-government engagement and advocacy, and the development of national and international networks, strategies and initiatives.

The Advisor's role is to provide subject matter expertise, engagement and advocacy support, and policy development on inter-government and international immigration initiatives, and support key engagement activities such as executive and Minister-level federal-provincial-territorial meetings, international talent attraction missions, and support inter-department collaboration and partnerships.

Responsibilities

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

1. Support the development of international and federal-provincial-territorial networks and partnerships that support Alberta's immigration, labour and economic goals:

- Work collaboratively with domestic and international partners to build awareness of Alberta as a place to live and work, and develop networks and partnerships to support Alberta's immigration goals.
- Liaise with various with key internal and external stakeholders (e.g., provincial, federal and municipal governments) to plan and execute strategic international and federal-provincial-territorial meetings, forums and missions.

2. Influence and develop value added immigration-related policies, programs and strategies that support Alberta's partnerships internationally and in the federal-provincial and territorial context:

- Provide subject matter expertise, research and analytic support to develop Alberta perspectives and positions, strategic options, and direction/advice to senior decision-makers on international and federal-provincial-territorial immigration-related activities.
- Provide subject matter expertise, research and analytic support to develop talent attraction strategies by assessing the political, immigration and labour environments in Alberta, Canada and international markets.
- Support government-to-government engagement and advocacy.
- Assist in the development of missions with political and executive leadership to showcase Alberta's strengths.
- Supporting collaboration and team work to achieve branch, division and department goals.

3. Develop and maintain a level of competency in specific sectors and related subject areas in order to ensure a "leading edge" level of expertise to serve the department and partners.

- Obtain current information on trends, innovations, issues on immigration and talent attraction.
- Participate in branch, division, department and Government of Alberta meetings, forums and working groups to provide and receive updates on work activities, priorities and trends.
- Provide feedback on issues and activities to aimed towards the accomplishment of identified key branch results and strategies.

4. Draft Information Requests / Action Requests / Briefings:

- Draft responses to action requests related to the unit's work.
- Draft responses to Albertans and other stakeholders on behalf of the Minister and Premier. Ensure Alberta's interests are reflected appropriately.

Problem Solving

Typical problems solved:

This position is required to be aware of and understand how to address politically sensitive issues, cultural differences, and social norms in different geographies.

Mitigation: Remain conscious of cultural and political sensitivities and norms and consider these factors when collaborating with stakeholders and providing advice and guidance.

This position works in a constantly changing environment with various stakeholders who require tailored, unique, and creative advice and guidance.

Mitigation: Develop and maintain relationships with a large network of stakeholders. Remain flexible and adjust approach based on stakeholder. Use previous experience and thoroughly understand stakeholder needs to provided appropriate advisory services.

Types of guidance available for problem solving:

This position receives guidance from the Manager and Director on complex issues or tasks. This position is also expected to operate with independence within scope of work, and requires the ability to analyze and apply professional judgment to solve complex, new and emerging issues. This position should also leverage historical and cross-jurisdictional information to determine solutions to issues based on similar past circumstances.

Direct or indirect impacts of decisions:

This position impacts the delivery of timely strategic advice, guidance, and support to Alberta and relationships throughout Canadian and international regions. This also impacts the ability to generate increased value for the Alberta economy and labour market.

Key Relationships

Major stakeholders and purpose of interactions:

- **Manager:** To receive guidance and support on complex issues or activities. To provide guidance, advice and support as required. Complete tasks on an as needed basis.
- **Director:** To receive guidance and support on complex issues or activities. To provide guidance, advice and support as required. Complete tasks on an as needed basis.
- **Unit Staff:** To work collaboratively on various unit activities and any ad hoc requests.
- **Forum of the Ministers Responsible for Immigration:** To support important inter-governmental meetings and discussions at the working group, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister levels.
- **Alberta-based organizations, institutions and associations:** To provide advisory services given regional and cultural context.
- **Premier, Minister, ADM, Government, Forum, Meeting Mission and Visits Planning Unit:** To support important meetings, forums and missions.
- **Alberta International Offices:** Align mandates and work in compliment with one another. Share input and leading practices to provide and gain added value.
- **Global Affairs Canada:** Align mandates and work in compliment with one another. Share input and leading practices to provide and gain added value.
- **Public Stakeholders:** To support information requests related to the unit.
- **Collaborate on the development and promotion of initiatives to enhance services to Alberta organizations.**
- **Provide specific advice and input into policy creation.**
- **Provide input and recommendations on programs. Share stakeholder feedback and any concerns that require attention.**

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

Required:

- Knowledge of key concepts in Canadian intergovernmental relations, as well as international labour mobility.
- Knowledge of talent attraction policy objectives and programs and ability to align work activities with those objectives.
- Knowledge of policy and strategy development, and research and analytic techniques.

- Project management experience.

Assets:

- Excellent written and oral communications skills.
- Experience in international talent attraction and mobility.
- Understanding of current international, economic, political and social issues.
- Strong networking skills, ability to identify key relationships and convey critical information from varied sources.

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • 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 	<p>This position is required to consider political, environmental, and social factors when addressing issues . Must take this into consideration during research, policy development, and engagement.</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>This position works in a politically sensitive environment that is constantly changing. Must remain flexible to changing priorities and timelines.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p>	<p>This position is required to develop and maintain strong working</p>

		<ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	relationships with various stakeholders to understand their needs and enable them to achieve success. Must work collaboratively.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	This position is required to work independently within scope of work, and to meet project expectations and timelines.

Benchmarks

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

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

DM Name

Date yyyy-mm-dd

DM Signature