

Ministry

Jobs, Economy and Trade

## Describe: Basic Job Details

### Position

Position ID

Position Name (30 characters)

Investment Support Advisor

Current Class

Program Services 4

Requested 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)

Vacant

### Organizational Structure

Division, Branch/Unit

ESI, EIIS/Investment Opportunity Evaluation



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr Investment Acct Supports

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 economic growth and job creating investments. The division leverages stakeholder intelligence, robust economic principles and advanced data analytics to formulate effective strategies that support job creating investments in Alberta.

The Investment Opportunity Evaluation Unit centralizes the investment attraction support, delivery and coordination functions within the GoA. The Unit employs a "pathfinding services" approach as one-window to government providing coordination and support services to qualified investors based outside of Alberta. This is accomplished through creating and delivering internal and external coordination platforms, mechanisms, and services for the Alberta investment attraction ecosystem. In addition, the Unit is dedicated to administer, manage and deliver the Investment and Growth Fund (IGF). Working collaboratively with the designated IGF intake partner, the Unit reviews, evaluates, and provides recommendations for the Minister on IGF application. Working with the successful IGF applicant, the Unit is responsible for developing, executing the grant agreement, and monitoring the development of the IGF

projects. Working closely with JET's Communication team, the intake partners and the successful IGF applicants, the Unit facilitates the joint announcement of successful IGF applications.

Reporting to the Manager, Investment Account Supports, the Investment Support Advisor is responsible for centralizing investment attraction support and working with out-of-province stakeholders to source intelligence and path find information to support investor inquiries to increase investment in Alberta. This position is also responsible for the delivery of the IGF by working collaboratively with the designated intake partners and IGF applicants. In addition, this position is also responsible for the "investment aftercare" for business retention and expansion of existing foreign and Canadian investors in Alberta.

## **Responsibilities**

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

### **Stakeholder Engagement:**

- Maintain out of province networks along side the Manager, build relationships with stakeholders to source intelligence and path find information to support investor inquiries to increase investment in Alberta.
- Work collaboratively with colleagues throughout the Ministry to path find information in a timely manner.
- Support the Unit's collaborative relationship between Invest Alberta Corporation (IAC) and other public agencies involved in investment relations.
- Work collaboratively with designated IGF intake partners, IGF recipients and appropriate stakeholders to deliver the program.
- Work collaboratively with existing investors to provide "investment aftercare" support services. Address issues and identify potential opportunities to maximize investment retention.
- Provide the Manager and external investors with integrated analysis and advice, options and solutions to shape forward plans and proactively address emerging issues.

### **Policy / Program Support:**

- Provide analysis and supporting content to advance the Unit's relationships and collaborative efforts to increase investment in Alberta.
- Provide guidance and advice based on research, comparisons, cost-benefit analysis, and other information in regards to investment in Alberta.
- Provide guidance and advice to IGF intake partners, IGF applicants in regards to the IGF program.
- Prepare briefing note and recommendations for the Minister in regards to the IGF applications.
- Manage specific projects within the Unit to enhance knowledge of investment attraction and to build integrated policy recommendations.
- Identify emerging risks and opportunities for growth and investment that could shape Alberta's climate.
- Support the development of investment packages and materials to facilitate potential development or expansion opportunities.
- Prepare reports on investment clients and initiatives on an ad hoc basis using the Branch Customer Relationship Management (CRM) system, SharePoint and other programs.
- Monitor business development and industry trends in the province, key markets and on potential individual or company investors.
- Support specific portfolios to meet the target priorities of the Alberta Recovery Plan and contribute to the development of company-specific attraction strategies that match partners, programs, services and resources.
- Build and apply specialized and evolving ecosystem knowledge to a broad scope of complex investment and retention issues.

### **Information Requests / Action Requests / Briefings:**

- Conduct and synthesize background research as needed to contribute to issues management.
- Lead the comprehensive research required for action requests using various sources to gather accurate background knowledge and research.
- Draft complete responses to action requests, briefing notes and additional ad hoc requests from department and government stakeholders in a timely manner.
- Present briefing materials and documents on investment attraction.

## Problem Solving

Typical problems solved:

This position is required to support various sectors and projects as needed, while managing numerous opportunities simultaneously.

*Mitigation:* Must maintain flexibility to adjust workload and priorities as required to meet deadlines. Set expectations and work collaboratively with internal stakeholder network to path find information quickly and respond to issues as required.

This position is required to navigate solutions for various clients in a politically sensitive environment.

*Mitigation:* Work collaboratively to ensure that optimal solutions and information is provided to stakeholders in a timely manner. Keep up to date on all issues, challenges, and opportunities in the political environment are considered prior to providing recommendations, advice, and guidance to stakeholders. Escalate politically sensitive issues to the Manager for guidance and support.

This position often deals with a high volume of information requests and is required to coordinate multiple concurrent projects.

*Mitigation:* Must practice effective project management skills and remain flexible to plan, prioritize, and adapt as needed.

Types of guidance available for problem solving:

This position is supported by the Manager for guidance with complex issues or tasks and will receive further support from the Director and Executive Director as required. This position also works closely with other Investment Support Advisors to collaborate and resolve issues as required. Overall, this position is expected to operate with a high degree of independence and requires the ability to analyze and apply professional judgment to solve complex, new and emerging issues.

Direct or indirect impacts of decisions:

The position is critical to the implementation of the province's Investment and Growth Strategy and contributes to the Branch's objectives to seek to increase and diversify sources of foreign and Canadian investment in Alberta. This position impacts the ability for stakeholders to receive information in a timely manner through research and analysis.

## Key Relationships

Major stakeholders and purpose of interactions:

- Manager / Director: To receive overall guidance, support, and mentorship. To receive day to day assistance and support with complex tasks.
- Unit staff: To share information, collaborate on projects, and contribute to investment lead generation.
- Other program areas: To connect stakeholders to support; share stakeholder intelligence to support policy and program development, implementation and evaluation.
- Other branches/ministries: To review and validate company research, collaborate on initiatives, share information, and provide support for various investment activities.
- Clients: To work collaboratively to respond to requests, provide information and referrals. To solve problems, build networks, identify trends, and gather overall competitive intelligence.
- Invest Alberta Corporation (IAC): To share investment leads and coordinate support service delivery to investors. To support the development of marketing materials and sector value propositions for investment attraction initiatives.

## 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:

- University degree in related area such as business or economics, economic development or related discipline is required.
- Experience and demonstrated strong abilities preparing options analysis, reports, briefings and presentations.
- Experience working in a small team across government departments, businesses, community and/or industry organizations is an asset.
- Possess detailed understanding of economic development concepts and matters.
- Ability to collaborate with diverse teams in developing sector strategies, market analysis or policy and program development.
- Possess strong communication and consultation skills to work with multiple stakeholders.
- Ability to develop and maintain strong front line relationships with internal and external stakeholders.
- Experience in policy and program assessment or stakeholder engagement are strong assets.
- Knowledge of policy and program development frameworks.

### 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		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	<p>This position is expected to support numerous opportunities simultaneously, at various stages, business cycle, complexity levels and sizes. Must remain flexible, adjust priorities, and anticipate challenges to meet deadlines.</p>
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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work</li> </ul>	<p>This position is required to respond to issues and inquiries from various stakeholders. Must ask the right questions to understand the root problem and look for new resolutions using various methods.</p>

		<p>methods and what made projects successful; shares learning</p> <ul style="list-style-type: none"> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<p>This position is required to support stakeholders and promote investment in Alberta. Must consider long-term implications for Alberta and the organization, focus on goals and values, and seek resolutions accordingly.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>This position is required to work alongside various program areas to source the correct information in a timely manner. Must leverage the strengths of others and take the opportunity to learn from each other's knowledge and experience.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta:

Trade and Investment Development Officer, Economic Development and Trade (024PS65)  
Industry Development Officer, Economic Development and Trade (023PS73)