

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Trade Advisor

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

None.

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 by providing support to Alberta exporting companies through programs, services and policies. The Ministry delivers this support while working in a broader trade and export development ecosystem within Alberta and Canada. The Trade division is focused on developing strategies, 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 Capacity and Projects unit leads the development, integration and execution of strategic projects and initiatives to support Alberta's trade capacity and growth. The unit oversees the Ministry's strategic trade policy and related projects in collaboration with other ministries and strategic partners on capacity building initiatives and programming. It oversees the development and administration of strategic grants with key ecosystem organizations such as Calgary Economic Development (CED) and Edmonton Global (EG), and related work around grant-funded activities such as Trade Accelerator Program and Level Up. The unit also contributes to ministry processes, ensuring an effective flow and exchange of information and advice among affected stakeholders on a cross section of trade, economic and business public policy issues.

This position reports to the Manager, Trade Policy and Projects. The Senior Trade Advisor will support work of the branch related to program and service delivery, projects and initiatives related to key Alberta trade and export activities, and meetings, visits and engagements planned with foreign/national officials and other stakeholders. The position includes leading project management/planning, and responding to action requests, and coordinate/advise work of PS3 level staff, providing guidance and instruction as required. This role also engages in policy review and program development for our branch's strategic grants. This position requires extensive problem solving, systems thinking, decision-making, relationship development and business communication skills. The incumbent represents the department in interdepartmental work teams and cross ministry teams.

Responsibilities

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

1. Support and maintain strong collaborative relationships within the ministry, across government and with external stakeholders.

- Research into the impact of policy and programs through effective participation with other municipal, provincial, federal jurisdictions and/or research or think tanks.
- Lead consultations with stakeholders in order to establish and maintain relationships.
- Participate in and support the initiatives led by the director, managers and other branch colleagues as needed.
- Lead planning, coordinating and implementing formal and informal stakeholder engagement activities and meetings.
- Leverage relationships across governments, in the Government of Alberta (GOA), and with external stakeholders to develop and execute programs for high priority incoming international delegates.
- Develop strategic relationships across the GOA to ensure JETI's perspectives are considered on files that have implication to export promotion projects and program development with impacts or opportunity to international trade facilitation.

2. Project leadership and supports to branch operations.

- Support branch planning and reporting through coordination with managers, director and other trade analysts and advisors, acting for the Manager when required.
- Work with trade staff across the branch and division, and coordinate with relevant contacts across the

ministry, to develop and implement activities and initiatives that support division goals.

- Support administrative requirements through cross-ministry coordination, preparation of paperwork including briefings, monitoring and reporting, in cooperation with managers, officers and administrative assistants.

3. Lead the planning and coordination of ministry-led and cross-ministry initiatives.

- Support the implementation of initiatives that are identified as a priority by the Minister, ministry and GOA.

- Assist in organizing branch participation at events including conferences and trade shows.

- Assist in logistical aspects of initiatives, including contract management when required.

4. Research, analysis and project management for trade initiatives and issues.

- Lead project management for strategic grants, grant-funded programs, program reviews, program designs, software and other types of projects for the branch, division and ministry.

- Research, analyze and prepare trade data, reports and/or briefings with recommendations for decision-makers on issues that can help inform strategic decisions by government and industry.

- Proactively identify issues and opportunities based on the analysis of quantitative data and qualitative market intelligence from a variety of internal and external sources and formats.

- Support the Trade & Export Expansion Branch as required in respect to priority projects like Minister, Deputy Minister and ADM led international trade missions.

Problem Solving

Typical problems solved:

- This is a senior program services position requiring knowledge, experience and skills in communicating with senior officials from other departments, governments and industry. Due to this type of interaction, the position will be expected to be aware of broader implications of its work and make independent decisions associated with operational items affecting its primary responsibility areas with this awareness in mind.
- Position requires identification of resources to assist internal and external stakeholders to address their concerns including assistance as required.
- The problems and issues dealt with are complex and require a high level of creativity and independence to conduct research to define issues, identify implications and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of the Alberta's economy and its strategic priorities when providing information, analysis, and planning advice.
- Project, organization and time management skills are critical to the incumbent's success in this position. The position has responsibility for complex projects that involve goal setting, leading teams, interaction with various groups and individuals, and meeting deadlines to delivery of results.

Types of guidance available for problem solving:

The role requires the ability to exercise independent judgment due to the level of interaction with both internal and external stakeholders. The Manager will provide general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The incumbent has access to guidance from:

- Manager and Director expertise, experience and coaching.
- Operational direction from Manager and Director in the unit.
- Ministry Business Plan and relevant strategy documents.

- Collaboration and knowledge sharing with colleagues in the branch, the division and across relevant ministries.
- Collaboration and knowledge sharing with external stakeholders.
- Participation in cross-functional initiatives.

Direct or indirect impacts of decisions:

The position coordinates and leads trade policy and projects in collaboration with cross-ministry teams. While some projects are long-term or ongoing, the Senior Trade Advisor must respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues. The Senior Trade Advisor ensures:

- industry and government are supported in their efforts to make informed strategic decisions that could impact the economy.
- effective development and implementation of a ministry led initiative allows for systematic identification of opportunities, challenges or barriers for industry and government; and;
- efficiency and effectiveness of the unit's work is directly supported, increasing capacity of the unit to address the need to inform strategic decision-making.

Key Relationships

Major stakeholders and purpose of interactions:

Internal relationships include policy, programs and project staff in the branch, other staff across the Ministry, and other departments in the Government of Alberta in order to share information and intelligence and support external and internal stakeholder engagement and coordination of projects and events as follows:

- The Manager and Director - provide comprehensive analysis research, analysis and interpretation of options to address international trade promotion priorities within the realm of economic resilience with a focus on strategic initiatives; develop presentations, briefings, and papers; provide intelligence to support their work.
- The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan.
- The incumbent mentors and coaches junior staff with less experience and domain knowledge, and edits and offers constructive evaluations of the work done by others.
- Other department branches - Collaborate on initiatives and provide advice on international trade and economic matters as required.
- Other ministries - collaborate on cross-ministry and cross-division initiatives and projects.

External: Different levels of federal, other provincial jurisdictions and municipal governments, industry associations, regional economic development organizations and individual companies in order to gather and exchange intelligence to help inform decision making and showcase the province on an international stage.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, economics, arts/humanities, social sciences.

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

Experience

Minimum four years of experience, working in progressively more complex roles.

Skills

- Possess superior project management knowledge and experience with the ability to lead projects and research across diverse teams in developing investment strategies, conducting analysis, or in policy and program development.
- Experience preparing and providing options analysis, reports, briefings, and presentations.
- Experience writing reports and/or executive briefing notes is considered an asset.
- A practical knowledge of data, economic, statistics, cross-jurisdictional scanning.
- Able to foster stakeholder relationships with internal and external clients; evaluate information collaborate with staff in the department and partner ministries, solve problems when information is not supplied.
- Experience in, or understanding of, international trade and export promotion.
- Possess a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Awareness and understanding of the business plan goals of the Alberta Government and Jobs, Economy Trade and Immigration and good knowledge of the Alberta economy and its key sectors.
- Able to function well in a team-based environment which includes a high level of interpersonal skills.
- Able to complete tasks independently when directed/required.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	Leads projects with multiple stakeholders simultaneously. Ability to use planning skills, analytical and creative thinking to arrive at innovative solutions.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict:	Demonstrates ability and experience to work with a diverse group of stakeholders. Ability to

		<ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	gain respect, trust, credibility and confidence of internal and external stakeholders.
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 	Responsible to pro-actively conduct comparative analysis and jurisdictional/ environmental scanning to build awareness of investment and economic trends and issues at the sub-provincial, provincial, national, and international level. This role will also do policy review and program development.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	This position will play a key role in developing the unit team, and sharing information to provide for knowledge and research methodology and in turn help develop policy capacity across the branch and the division.
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 	In developing policy responses, this position must consider international, national, and provincial policy context and trends and how they affect Alberta's investment policy and strategy interests, as well as the impact of current choices on future policy decisions. This position must also consider the Alberta international

