

## Update

Ministry

Jobs, Economy and Innovation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Director, Int'l Trade Policy

Current Class

Senior Manager (Zone 2)

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

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

The Trade Policy Unit is responsible for leading the Government of Alberta's engagement in the negotiation, implementation, and ongoing management of international trade and investment agreements; international trade and investment disputes; and other international trade policy issues. This work is undertaken under the framework of Canada's international trade commitments, including in multilateral fora (e.g., the World Trade Organization) and other bilateral or regional international agreements and initiatives (e.g., the *Canada-U.S.-Mexico Agreement* (CUSMA), the *Canada-EU Comprehensive Economic and Trade Agreement*

(CETA), the *Comprehensive and Progressive Agreement for Trans-Pacific Partnership* (CPTPP)).

The Director is responsible for providing leadership and direction for international trade policy issues. The position leads Alberta's engagement in negotiations with other jurisdictions pertaining to WTO agreements, regional and bilateral trade agreements, and other international trade initiatives. The focus of this position is to ensure the Government of Alberta's international trade policy objectives are met and that the priorities of the government are represented and advanced within Canada and internationally. This position requires a candidate with a strong background in international trade policy, who is able to clearly and accurately brief senior officials and elected officials on key trade issues.

This work contributes to the development of a stable, transparent, rules based international trade and investment regime, which supports departmental priorities related to export growth, the promotion of trade, and the facilitation of inward investment.

## Responsibilities

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

- Facilitate expanded markets for Alberta businesses, workers and investors by coordinating Alberta's engagement in the negotiation of international trade and investment agreements and initiatives.
  - o Provide leadership in developing Alberta positions on trade policy issues, through issues management, cross-ministry and stakeholder engagement, and staff and contract management.
  - o Ensure that Alberta's interests and priorities are effectively communicated and represented.
  - o Find consensus with other federal/provincial/territorial and international Parties on complex trade policy issues to ensure negotiations advance.
  - o Demonstrate an awareness of other jurisdictions' policies, as well as an understanding of approaches being advanced by various think tanks and academics, to ensure Alberta is leveraging its interests and approaches.
- Develop and advance Alberta's international trade policy strategy, working across various GOA ministries.
  - o Engage in cross-government dialogue, through committees and other fora, to gain consensus on the most effective ways to advance and represent Alberta's international trade interests.
  - o Chair the cross-ministry International Trade Policy Committee (TPC).
- Provide high quality and timely advice and support to Executive Council/Premier's Office, Minister, Deputy Minister of JEI, Assistant Deputy Minister of JEI, and other senior GOA officials on international trade policy issues.
  - o Support the Minister as Alberta's representative on federal/provincial/territorial ministerial calls and meetings on international trade.
  - o Oversee the development and finalization of negotiating mandates and other Ministerial- and Cabinet-level information and decision documents.
- Ensure implementation of province-wide commitments resulting from Alberta's obligations under international trade agreements/initiatives and the ongoing management commitments under signed international trade agreements.
  - o Ensure Government of Alberta policy, legislation and other measures are consistent with Alberta's commitments under international trade agreements.
  - o Direct or advise on matters related to GOA or ministry policy that may have implications under international trade agreements.
  - o Provide advice on new or amended legislation/measures, to ensure adherence to Alberta's international trade obligations.
- Defend and manage Alberta's interests in any disputes brought against Canada involving Alberta measures or challenges of another government's practices that involve Alberta's interests.
  - o Anticipate and avoid any international trade disputes against Alberta.
  - o Coordinate with Justice and Solicitor General and relevant Alberta ministry(s) on Alberta responses to arbitral/dispute resolution proceedings launched by another jurisdiction against Alberta measures.
  - o Represent the GOA and its interests in consultations or negotiations to resolve trade disputes.
  - o Promote the initiation by Canada of dispute resolution proceeding against another international jurisdictions in instances where there is a strong Alberta interest.

## Problem Solving

Typical problems solved:

Problems in this area tend to be unique and complex, and resolution requires creative problem solving skills and collaboration with other ministries and jurisdictions. Problems need to be solved in a way that is in line with international trade obligations, as well as adhering to political direction. This position would deal with a very wide range of problems, of which the following are representative:

- Ensuring that Alberta's interests and priorities are reflected in the negotiation of new international trade and investment agreements or in changes to existing agreements. Leadership is required in defining Alberta's needs and designing strategies to respond to those needs.
- Driving policy in an environment that contains many unknown elements, extra-jurisdictional factors, and opportunities and decisions that are shaped by high level political considerations.
- Motivating government officials to commit resources and undertake activities relevant to international trade initiatives.
- Ensuring corporate implementation of Alberta's commitments under various international trade agreements, which entails maintaining strategic ties with ministries and providing interpretation.

Types of guidance available for problem solving:

Available resources include:

- Existing trade agreements
- Prior Alberta policies and positions
- Provincial legislation, regulation, and policies
- Guidance from senior government officials and political leadership
- Intergovernmental and federal-provincial-territorial dialogue

Direct or indirect impacts of decisions:

The position is responsible for developing, negotiating and implementing international trade policy for the government that affects a wide range of stakeholders within and outside the GOA. The outputs achieved, often politically sensitive, typically affect an entire ministry(s) and/or are externally focused and affect a province-wide or public service-wide clientele within a variety of program or functional areas.

For example, any decision to agree/disagree with demands of other Canadian jurisdictions in trade negotiations can have external impact on all government, as they may influence the final terms of an agreement and the timing of its completion and implementation. For the public sector, legislation, regulations and policies may be impacted, amended or rescinded. For the private sector, the business, investment and labour environment can all be influenced by commitments undertaken by the province of Alberta through international trade agreements.

## Key Relationships

Major stakeholders and purpose of interactions:

	Frequency	Nature and Purpose of Contact
<b>Internal</b>		
Branch Staff	Daily	Issue identification/resolution, briefing, consultation and advice
Executive Director	Daily/As required	Issue identification/resolution, briefing, consultation and advice
Legal, JSG Trade Counsel	Weekly/As required	Information exchange, risk assessment, dispute resolution
DM, Min, Exec Council, Premier's Office	As required	Issue identification/resolution, briefing, consultation and advice
Departmental Staff	Ongoing/As required	Policy/issues identification and resolution and advice on policy development in the context of adhering to trade agreements
All GOA Ministries	Ongoing/As required	Policy/issues identification and resolution and advice on policy development in the context of adhering to trade agreements
<b>External</b>		
FPT governments, counterpart Ministries/officials	Ongoing/As required	Consultation, negotiation, issue identification/resolution
Broader public sector (municipalities, del. authorities, Crown corporations)	As required	Consultation, policy/issues identification/resolution
Private sector	As required	Consultation, issue identification/resolution
Academia	Occasional	Information exchange

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Law	Other	

If other, specify:

Business, Arts (political science, economics), international trade policy or trade law specialization

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

### Knowledge:

- Experience with international trade policy concepts and agreements
- Broad, in depth understanding of policy and legislation, trends and issues relative to international trade including dispute resolution processes.

### Experience:

- Experience in managing complex negotiations and finding consensus among diverse positions
- Demonstrated ability to develop and maintain collaborative working relationships within the division, across government, and with stakeholders.
- Experience in facilitating effective reciprocal dialogue and information exchange with clients and stakeholders.
- Record of demonstrating political judgment and an ability to craft policy and messaging that is in line with government priorities.
- Able to confront and resolve disagreement and conflict in a professional manner.
- Ability to negotiate innovative solutions to complex and diverse issues.
- Exceptional verbal, written, listening and interpersonal skills.
- Team builder with commitment to create, support, and sustain an environment that enables staff to achieve results and develop and build organizational capacity for the future.
- Creation and communication of policy and policy recommendations.

## 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"/>	Creates the environment for innovative problem solving: • 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	The position oversees Unit engagement on new international trade policy negotiations, issues and disputes that are typically initiated outside of the GOA, as well as the development of GOA responses/ approaches that address provincial priorities in a complex intergovernmental/ consensus environment.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates an open environment of communication: • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas	The position engages in collaborative interdepartmental outreach to identify and assess diverse trade policy issues, priorities, and implications. It develops consolidated GOA positions and responses based on this engagement, taking into account government mandates and

		<ul style="list-style-type: none"> <li>• Inspires with a bold, complete and shared vision</li> <li>• Leads cross-functional collaboration</li> </ul>	directives and economic and legal/legislative assessment.
Drive for Results	○ ○ ○ ○ ●	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> <li>• Defines work mission to achieve APS goals and integrate projects</li> <li>• Provides bold advice to stakeholders</li> <li>• Proactively improves overall performance, measured through metrics</li> </ul>	The position promotes and asserts the GOA's interests in trade negotiations and disputes, seeking outcomes that meet Alberta's economic, regulatory, and political interests and priorities.
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	The position develops negotiating and other trade strategies that take into account the political environment, government mandates, and the larger international, national and provincial policy context and how it affects Alberta trade policy interests, as well as the impact of current choices on future policy decisions.
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	The position oversees a technically complex suite of issues and prioritizes skills development and training within the Unit, with the objective of building strong overall technical capacity and promoting individual and team professional growth.

## Benchmarks

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