

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Trade Analyst

Current Class

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 division, TCCC branch

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

2026-03-18

Responsibilities Added:

3. Project coordination and supports to branch operations.

- Plan, coordinate and lead trade event hosting with Managers, Directors and strategic engagement officers.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Jobs, Economy, Trade and Immigration 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 Analyst supports the work of the division's key trade and export development initiatives through research, briefing development, data analysis, strategic engagement, and project management.

The position reports to the Manager, Trade Ecosystem. The Trade Analyst will work with the Trade Collaboration Unit to support projects and initiatives related to building and managing the trade ecosystem and supporting key Alberta trade and export activities. This will include support, planning and coordination for strategic trade engagements undertaken by the division, identifying and compiling key Alberta, Canada and international trade data from relevant sources and providing a level of analysis to support greater market intelligence. Work will also include research, analysis, and briefing development. The position will also support, as needed on cross-department or cross-government initiatives. The trade analyst could be asked to respond to action requests.

Responsibilities

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

1. Research, analysis and preparation of reports on issues to inform the Trade Capacity, Collaboration and Competitiveness Branch.

- Research, analyze and prepare reports and recommendations for decision makers on issues that can help inform strategic decisions by government and industry.
- Participate in the identification of issues and opportunities based on the analysis of quantitative data and qualitative market intelligence from a variety of internal and external sources and formats.
- Use Microsoft Excel, Power Point, Visio and other programs to produce tables, graphs and charts for data analysis and visualization.
- Identify key sources of international trade data and other relevant sources of international market data and information for branch use.

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

- Identify key partners in the trade ecosystem and build relationships to foster the exchange of information necessary for a well functioning trade ecosystem. Support consultations with stakeholders in order to establish and maintain relationships.
- Research the impact of policy and programs through effective participation with other municipal, provincial, federal jurisdictions and/or research or think tanks.
- Participate in, and support the initiatives led by the Director, Managers and other branch colleagues as needed.
- Assist in planning, coordinating and implementing formal and informal stakeholder engagement activities.

3. Project coordination and supports to branch operations.

- Plan, coordinate and lead trade event hosting with Managers, Directors and strategic engagement officers.
- Support branch planning, reporting and event hosting through coordination with Managers, Directors and strategic engagement officers.
- Work with Trade Capacity, Collaboration and Competitiveness branch officers and Trade and Export Expansion branch officers across the division and coordinate with relevant contacts across the ministry, to develop and implement activities and initiatives that support International Trade Division goals.
- Support administrative requirements through cross-ministry coordination, preparation of paperwork, monitoring and reporting, in cooperation with managers, officers and administrative assistants.

4. Support the planning and coordination of large, JETI-led, 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.

Problem Solving

Typical problems solved:

- Identify resources to assist internal and external stakeholders to address their concerns.
- Assist stakeholders, either directly or through working with ministry colleagues, to address specific issues that could hinder business growth, and identify resources that could inform solutions.
- Determine best approach to coordination of projects or events with multiple stakeholders with differing perspectives.
- Distinguish between the particular, one-off issues requiring path finding to information and resources and systemic issues that require validation, analysis and input into the ministry's policy and strategy formulating processes.
- Develop and implement systems, tools and processes for collecting and analyzing information and market intelligence.
- Determine the appropriate approach to responding to ARs including briefings and ministerial correspondence.

Types of guidance available for problem solving:

The role requires the ability to exercise independence and judgment due to the level of interaction with both internal and external stakeholders. The incumbent has access to guidance from:

- Manager and Director expertise, experience and coaching.
- Operational direction from Manager and Directors 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:

- Industry and government are supported in their efforts to make informed strategic decisions that could impact the economy.
- Opportunities, challenges or barriers for industry and government are systematically identified through effective development and implementation of ministry led initiatives.
- 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: Trade Analysts and Advisors in the branch; other staff in the branch and across JET; 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 collaborations.

External: Different levels of federal and municipal governments; industry associations; regional economic development organizations; individual companies; in order to gather and exchange intelligence to help inform decision making.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Public Administration

Designation

If other, specify:

Degree in public policy, economic development or related area. Masters level would be an asset.

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

Experience and Education:

- University degree combined with a minimum of 2 years of experience.

- Experience in, or understanding of, international trade and export promotion.
- Business development experience.
- Demonstrated communication skills, both written and oral. Experience writing reports and/or executive briefing notes is considered an asset.
- Strong research, planning and execution skills.
- Good quantitative and qualitative analysis skills.
- Good knowledge of the Alberta economy and it's key sectors.
- Event planning and hosting experience.
- Experience with working on team projects to achieve its objectives successfully.
- Awareness and understanding of the business plan goals of the Alberta Government and Jobs, Economy, Trade and Immigration.
- Good project management and time management skills.
- Able to function well in a team-based environment which demands a high level of interpersonal skills.
- Able to complete tasks independently when directed/required.
- Able to foster good stakeholder relations with internal and external clients; able to request and evaluate information, collaborate with staff in the department and partners - internal to Government of Alberta and external, problem solving when information is not supplied.
- High degree of proficiency with MS Office applications (Word, Excel, PowerPoint) and database manipulation.
- Database creation and management skills.
- Ability to travel as required to engage stakeholders.
- Valid drivers' license and willingness to drive.

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 	<ul style="list-style-type: none"> - Helps manage projects with multiple stakeholders simultaneously. - Is able to use planning skills, analytical and creative thinking to arrive at innovative solutions.
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"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<ul style="list-style-type: none"> - Demonstrates ability and experience to work with a diverse group of stakeholders. - Is able to gain respect, trust, credibility and confidence of internal and external stakeholders.

Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	-Canvases network to find specific information. -Demonstrates collaboration through the techniques used to solicit information
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 	-Uses Business Plans to develop own work. -Uses own network to achieve results

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