New

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Innov Part & Eco Sup

Requested Class

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

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Technology and Innovation (TI) serves as the government's driver of technology informed strategy and policy, creating programs and tools that will help diversify and grow Alberta's economy. The department's structure is organized around technology focus in domains of cybersecurity, digital delivery, and innovation policy and strategy development and implementation; investing in and building relationships with researchers, businesses, industries, and communities; and agency governance to ensure alignment and accountability with Alberta's overall economic priorities. The department also directs its agencies such as Alberta Innovates Corporation (AIC) and Alberta Enterprise Corporation (AEC), agencies of the Alberta government and the key delivery vehicles for achieving the government's research and innovation priorities and targets, to optimize technology and innovation to grow and diversify the economy.

Within the department, the Innovation Ecosystem Branch (the Branch) has accountability to support Alberta's researchers, businesses, and entrepreneurs as they drive economic and social growth, develop partnerships, attract investments, and create jobs through strategic initiatives, programs, and investments. The Branch has responsibility for leading and managing innovation strategies and initiatives and program to enhanced research and innovation across the province's key sectors and improve competitiveness. These programs are informed by government priorities such as the Alberta Technology and Innovation Strategy (ATIS) and intended to attract relevant talent and expertise, train the next generation of innovators, and attract impactful innovation investments.

The Innovation Partnerships and Investments Unit (IPI unit) within the Branch is responsible to advancing key pillars of the ATIS. System optimization, ecosystem developments and strengthening Alberta's, commercialization efforts by working with key system partners including Government of Alberta agencies, non-profit organizations, industry and academia and is an area of focus for the IPI. The Unit works with internal and external stakeholders to identify gaps and opportunities in the innovation ecosystem with the foresight of implementing programs and initiatives for delivery by system partners and department to better coordinate and strengthen Alberta's innovation, ecosystem development and commercialization efforts.

Position Summary

Reporting to the Director of IPI, the Manager, Innovation Partnerships and Ecosystem Supports ("Manager") provides leadership and technical support in the development of the innovation system programs, initiatives and grant management for Alberta that are delivered by system partners, including government agencies. The portfolio includes all facets of innovation activities in the province by industry, academia,non-government sector, government. The positions connects initiatives, partnerships, coordinations and program delivery components of the innovation system, including government, innovation government agencies, and other institutions and organizations. The Manager champions the needs of the innovation system performers, including agencies, strategic direction, strategy communication, and mechanisms and tools for successful strategy planning, implementation and ongoing execution e.g. system-level analysis.

The Manager maintains effective relationships with other branches, divisions, other provincial and federal government departments, industry and academia to support the development and communication of clear outcome-based innovation strategies. The position delivers strategic innovation system related advice and performance measurement reports to the Director, Executive Director, ADM, DM, Minister and government in a timely and accurate fashion. The position contributes to other major strategic innovation initiatives as needed to advance innovation in specific areas and is responsible for establishing, developing and managing some of the stakeholder and service provider relations, as assigned. The position is also responsible for overseeing the department's efforts in being the facilitator, and convener of innovation supports for industry and supporting the coordination efforts by working with key system partners, leading, coordinating and supporting innovation related working groups.

The Manager supervises the work of multiple Program Staff associated with the portfolio. This role is the first line for escalated issues management to program operations within the innovation integration and coordination suite.

The position require strong people leadership, financial management, and a clear focused mind to keep detailed program information correct while considering the strategic and policy implications of each program decision. Adding complexity to the work, there are short, fixed timelines and tight deadlines.

Responsibilities

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

1. Leadership and direction are provided to team responsible for delivering programs and initiatives to enhance Alberta's innovation system:
 Activities:
• Develop and maintain operational and implementation plans.
• Monitor effectiveness by providing performance measures, performance feedback and continuous training opportunities.
• Coordinate the completion of deliverables, ensuring alignment with strategic directions.
• Manage portfolio assignments to action strategic and emerging priorities for the department.
• Support the transition and coordination of specific programs, projects and initiatives from the

department to government agencies and other system partners as required.
• Lead development of appropriate programs and initiatives to support implementation of innovation related frameworks and strategies.

2. Oversee targeted innovation programs, delivered by innovation system partners including agencies and other organizations, that are informed with relevant information and perspectives and aligned with the province's innovation, ecosystem development and commercialization priorities:
Activities:
• Establish and maintain partnerships with public and private organizations to deliver a suite of programs and initiatives. These efforts can be delivered by entities such as Government Agencies, non-profit innovation institutes, the Post-Secondary Institutions and other partners.
• Encourage the adoption of best practices, mechanisms and tools in the grant agreements governing targeted investments and programs to enhance strategic outcomes and ensuring value for dollar.
• Manage investments to other innovation organizations to advance sector drive innovation programming and specific objectives.
• Engaging directly with representatives of provincial innovation partners and service providers to communicate innovation directions of the GoA and respond to issues identified in the innovation system to facilitate comprehensive annual planning and system funding objectives.
• Manage innovation aspects of reviews of system partners' program planning and reporting, ensuring focus on outcome focused innovation and commercialization components and provision of analysis and evidence-based observations to inform program and planning evolution.

3. Provincial innovation system strategies are implemented in consultation with and communicated to the government innovation agencies, other innovation stakeholders and industry parters:

Activities:
• Through support of and representation on government committees and working groups, and cross-ministry initiatives, inform and influence program development and delivery to advance government priorities in Alberta's innovation system.
• Communicate to individuals and organizations about Alberta's policies and innovation strategies.
• Develop effective communications measures that keep key stakeholders well informed and which provide opportunities for feedback and participation.
• Maintain effective relationships with officials withing government agencies and with key stakeholders from other orders of government, the research and innovation community, public and private organizations , innovators and interested citizens.
• Develop and maintain partnerships with public and private organizations developing innovation and commercialization evaluation tools and frameworks/roadmaps and providing information.
•Provide guidance and support to partners looking for direction and guidance in navigating the innovation ecosystem and available programs and support.

4. Contribute to the development of innovation related policy products within the department:

Activities:
• Work with other branches of the department (examples: economic development, corporate strategic policy, etc.), supporting them in the development of system-level policy and program options and strategies as necessary, to ensure projected results are relevant, connected to the broader innovation policy and strategy context, and practical for GoA departments, and agencies to deliver.
• Work with system partners and industry player to understand key challenges and opportunities in the innovation space by getting a full scan and understanding of the resources and services available in the province, nationally and internationally.
• Participate in working groups, roundtables, and committees to complete strategy development, identification and analysis of key issues, including development of options and recommendations.

• Ensure executive Ministry representatives have appropriate input and briefings to make strategic decisions and provide advice and recommendations to the Minister and other senior Government officials.
• Develop briefing papers, ARs, reports (as guided by the Director), requests for decision documents, recommendations, and perspectives for executive leaders on a broad range of activities and issues related to the innovation system and its provincial agencies.

6. Collaboration with innovation system stakeholders to increase the capacity for integrated strategy implementation within the ministry and GoA as whole:

Activities:
• Engage with senior level staff across the department's divisions, innovation system players, and provincial agencies, to enable more integrated strategy development and analysis.
• Promote collaborative relationships and approaches that encourage innovation, effective results and long-term cooperation.
• Build and sustain strategic relationships with internal and external stakeholders to provide inputs and identify needs for integrated approaches for strategy development and implementation in the innovation ecosystem.
• Facilitate the development of strategic intelligence methods and practices, tools and mechanisms to produce inputs into subsequent planning and building the system capacity.
Develop strong understanding of the Canada's and Alberta's innovation ecosystem, commercializations strengths, gaps and challenges.

7. Executive and Senior management of the division are supported in accomplishing the goals of the branch and division:

Activities:
• Raise awareness to complex emerging innovation ecosystem issues for consideration by executive division leadership.
• Participate in strategic initiatives within the division.
• Participate in branch and division planning and reporting.

Problem Solving

Typical problems solved:

• Build relationships to lead or support system optimization and commercialization efforts on behalf of the department with innovation agencies, stakeholders, and other government departments.
• Utilize a variety of strategies that respect various cultural practices and norms to build and maintain relationships with multiple stakeholders, and to gain information that can be synthesized into strategic intelligence about the sector's needs, emerging issues, and opportunities.
• Consensus building, conflict management, facilitation, influencing, and strategic planning skills are essential for this position to influence private and public decisions that contribute to and set coordinated strategic direction without having authority and jurisdiction over stakeholders and partners.
• Coordination of inputs from different groups and must be able to motivate others to accomplish work done within set timelines and standards.
• Concurrently manage and coordinate multiple initiatives understanding and mitigating risks to deliver long-term objectives.
• Provide advice to executives, evaluates project investment opportunities (value for money decisions), and manages implementation of activities utilizing resources within and outside the ministry and GOA.
• Organize, develop, and lead teams, and improve coordination and cooperation among multiple stakeholders.

Types of guidance available for problem solving:

Guided by experience, established best practices, policy, legislation and directives, input from internal

and external stakeholders, research, analysis of program and ecosystem data, and direction from the leadership team, anticipation of future direction and challenges based on assessment of the current environment.

Direct or indirect impacts of decisions:

Impacts the funding recommendations and decisions for funding, development of program policy, strategic direction of the branch and ministry. Also impacts the direction taken by senior leadership based upon recommendations.

Key Relationships

Major stakeholders and purpose of interactions:

External Stakeholders:
· Executive, Senior Management, and Financial Officers in Alberta's Innovation Agencies, other funding recipients, GoA departments, innovation ecosystem players and key stakeholders;
- Provide guidance and recommendations regarding funding for Alberta's innovation agencies, and ecosystem players. Work with internal and external partners and stakeholders to meet internal and external timelines.
· Other External Stakeholders as required to perform roles and responsibilities.

Internal Stakeholders:
· Other Managers, Directors, Executive Directors and ADMs, Planning and Accountability, Agency Governance and Program Delivery, TI
· Planning and Reporting Analyst, Corporate Services, TI
- Provide input, information and recommendations related to performance measures audit, Annual Report, Business Plan, Public Accounts, Transition Binders and make recommendations regarding the interpretation and positioning of performance measures.
· Communications Officer, Communications and Public Engagement.
· Other Internal Stakeholders as required to perform roles and responsibilities.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Science	

If other, specify:

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

· Completion of relevant post-secondary degree and 5 years of experience working in a program delivery, stakeholder relations or Innovation / Commercializations Planning environment. Equivalencies may be considered.
· Strategic thinking to interpret and accurately convey information related to the roles of Alberta's Innovation Agencies and innovation ecosystem players, GoA Ministries.
· Content knowledge of research and innovation funding, ecosystem development and commercializations supports at the provincial and federal levels is considered an asset.
· Knowledge of Alberta's innovation system players, incubators, accelerators, start-up supports, understanding of innovation support programs such as those provided by regional organizations such as Platform Calgary, Edmonton Unlimited, Alberta Enterprise Corporation, Calgary Economic Development and others including core responsibilities, guidelines, agreements, program delivery processes and accountability requirements is considered an asset.
· Excellent ability to prioritize, time management and organizational skills.
 Significant experience in working with stakeholders, managing relationships and expectations.
 Experience in providing direction and setting a clear agenda for discussion based on the priorities at hand.
· Well-developed analytical and independent decision making abilities.
· Excellent interpersonal and communication skills.
· Strong writing, editing and researching skills.
· Advanced tact, judgment, negotiation, and troubleshooting skills.
· Well-developed project management/coordination capabilities and the ability to work both independently and as a team member.

Competency	Knowledge of grants management tracking systems such as Microsoft Client Relations Management (CRM) is an asset. · Advanced skills with Microsoft Office programs with a focus on technical Excel including pivot table generation and analysis is an asset · Strong working knowledge of Action Request Tracking System or equivalent, SharePoint, etc.is an asset

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Drive for Results	◉ ○ ○ ○ ○	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system	With multiple and sometimes competing pressures to deliver programs in a timely manner, the Manager needs to be driven to achieve desired results and meet tight deadlines, using his or her own initiative, all within the context of the strategic direction of the ministry.
Creative Problem Solving	○ ◉ ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • 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	Program policy development often involves complex issues, with potential solutions that are not readily apparent. The Manager must think creatively to make recommendations on policy development, create briefing notes, and other documents used to inform leadership.
Develop Networks	◉ ○ ○ ○ ○	Maintains collegial internal relationships and understands external network: • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful	With multiple stakeholders, both internal and external, the Manager is required to develop and foster strong networks, that can be leveraged to advance the priorities of the ministry.

Build Collaborative Environments	◉ ○ ○ ○ ○	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations	In order to be effective in the delivery of funding programs, the Manager is required to be able to develop and build collaborative environments with other team members, across the branch, division, ministry and government, and with other key stakeholders. This is critical to achieve desired cooperation, and requires strong interpersonal skills and tact.
Develop Self and Others	◉ ○ ○ ○ ○	Develops own career and reduces barriers for others: • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports	As a leader of a team, the Manager must create an environment that is conducive to professional development of his/ team, while working to advance his/her own professional development.
Agility	◉ ○ ○ ○ ○	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	With rapidly shifting priorities, the Manager must be able to quickly change the direction taken by his/her team to meet the demands of the current environment.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark