

Public (when completed)

Common Government

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position Name (200 character maximum)

Manager, Economic Competitiveness

Current Class

Manager (Zone 2)

Supervisory Level

01 - Yes Supervisory

Organizational Structure

Division, Branch/Unit

Economic Strategy and Investment

Supervisor's Position Name (30 characters)

Dir Industry Policy & Comp.

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration (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 Industry Competitiveness and Policy Unit contributes to the development of a competitive economic environment to support industry growth and diversification. This includes developing policies, strategies, and initiatives focused on supporting and growing Alberta's primary, enabling, and emerging industries in order to create jobs, attract investment, and diversify the economy.

Within the Unit, the Manager of the Economic Competitiveness leads a team of professionals tasked with economic and policy research and analysis of issues, trends, and developments that impact economic competitiveness in the province, with a strong focus on: productivity, regulatory reform, provincial competitiveness for job-creating investment, evaluation of policy tools to enhance competitiveness, analytical frameworks for industrial opportunities, and airport competitiveness.

The Manager will focus on the following Department priorities and mandate items:

-continue Alberta's remarkable success as a highly competitive destination for job-creating international and domestic investments;

-in collaboration with Intergovernmental and International Relations, who is lead, Treasury Board and Finance and other relevant ministries, review Alberta's approach to investment and growth;

-continue to work with the Minister of Transportation and Economic Corridors and other ministries to remove barriers to the growth and development of Alberta's airports and facilitate increased connectivity between Alberta's regional and international airports, while aggressively expanding the number of direct flights to and from international destinations from our international airports; and

-In coordination with Executive Council, provide multi-faceted analysis of all tax incentives and other industry incentive programs offered by the provincial government to assess their performance in attracting investment and provide a cost-benefit analysis that includes both direct and indirect rates or returns and associated timeframes.

This role requires: strong proficiency in both quantitative and qualitative research and analysis; a strong ability to translate and apply complex economic concepts to policy advice; and the ability to create clarity and deliver under ambiguous circumstances. As a supervisory position, the incumbent models the way and inspires his team to produce high-quality work that is timely, strategic, and well-researched. To be successful, the incumbent also engages with relevant internal stakeholders inside Jobs, Economy, Trade and Immigration and across partner Departments to develop policy responses to relevant issues.

Responsibilities

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

1. High-quality research and analysis on competitiveness issues and opportunities:

- Lead research and analysis activities that leverage qualitative and quantitative methodologies.
- Lead the development of briefings and other documents for Executive Team, Minister, Deputy Minister or Cabinet Committees as an essential support for strategic decision-making on strategies, policies and programs, as well as in response to news reports and release of major research studies.

- Lead the development and application of analytical frameworks in relation to Alberta's performance on competitiveness.

- Ensure the research and analysis conducted by the team meets and exceeds high quality standards.

2. Policy development and review related to competitiveness:

- Translate research and analysis into cogent and timely options as well as advice, ensuring alignment with strategic priorities.

- Analyze trends and apply political acumen in formulating Alberta's government positions in relation to relevant issues that impact competitiveness.

- Coordinate cross functional input to gather insights and perspectives on relevant issues.

- Apply an economic lens to the evaluation of policy impacts.

3. Cross-ministry collaboration and stakeholder engagement:

- Maintain ongoing and lead new initiative-based engagements with relevant partners across the Government of Alberta.

- Support partnerships across government and industry; sustain industry networks to inform strategic industry policy priorities and the gathering and sharing of industry intelligence.

- Work closely with the Industrial Relations Unit to ensure outreach efforts collect relevant information on stakeholder perspectives, challenges and opportunities.

- Represent the branch, division, or ministry at policy tables of other ministries to inform government policy, foster multi-lateral conversations and information sharing regarding government policy and strategy.

4. Manage the development of relevant briefings and action requests:

- Oversee the timely completion of briefing notes, action request responses, ministerial correspondence, and other documents to inform Executive team and Minister.

- Ensure the materials meet and exceed high standards in terms of content as well as format.

5. Leadership / mentorship / employee development:

- Provide leadership, advice, guidance, and direction to staff to effectively meet unit goals, driving towards the achievement of outcomes for the branch, division, and ministries.

- Support staff in their professional development goals by providing regular feedback and opportunities for training and stretch assignments where possible.

- Provide strategic leadership, advice, analysis and comprehensive guidance to the Director.

- Collaborate with other program area leaders to build and sustain open and effective communication channels and mechanisms for information sharing, ensuring connection between policy, stakeholder engagement and program delivery.

- Demonstrate Alberta Public Service Values of Respect, Accountability, Excellence, and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and foster a positive and inclusive workplace.

6. Unit administration and planning:

- Contribute to the development of the annual operational planning, budgeting and forecasting for the unit.

- Set goals and priorities to deliver results consistent with government direction, policy / regulation requirements and stakeholder expectations.

- Develop, monitor and report on relevant performance measures for the team.

- Participate in corporate initiatives including diversity and inclusion and employee engagement activities.

- Participate in all Finance, Human Resources, and other administrative activities as required.

- Oversee contracts and contract development with external consultants that support development of relevant strategies and policy recommendations.

Problem Solving

Typical problems solved:

There is currently no implementation arm to lead the execution of industrial policies and strategies, compared to comparable policy areas in other Ministries (e.g., the Tourism and Regional Policy Unit in the Department of Tourism and Sport works closely with Travel Alberta; the Technology and Innovation Policy Unit in the Department of Technology and Innovation works closely with the Alberta Innovates agency and established programs administered by that Department). This increases the variety and complexity of relationships and activities that the incumbent needs to manage and influence in order to achieve policy outcomes.

Mitigation: Build strong relationships across ministries and the department to ensure access to the level of diverse knowledge, engagement and influence required to successfully develop and execute policies and strategies.

This role is challenged in developing policies that balance short-term responses to immediate issues and long-term industry growth and diversification.

Mitigation: Keep well-informed of leading practices and legislations that may impact any new or existing policies; consult the Director to ensure alignment with Ministry priorities, as needed.

This role aims to achieve policy objectives for complex issues via cross-ministry and partnerships where there may be conflicting priorities and ambiguous direction.

Mitigation: Maintain strong and transparent communication with all partnerships; lead team to build strong networks and share information as appropriate; and, consult the Director to ensure alignment with Ministry priorities, as needed.

Types of guidance available for problem solving:

Guidance for problem solving is provided by existing ministry and government strategies and priorities related to economic development. As issues arise, the Manager is able to consult with senior management and others in the government possessing specialized knowledge or information (e.g., on accounting principles, tax policy matters, federal taxation issues, etc.). The Director is also available to support and engage in the most complex cases, as needed. The position is expected to know when to escalate issues to executive management to ensure effective communications regarding sensitive issues.

Direct or indirect impacts of decisions:

Results of the unit have a direct impact on the economic development in key enablers and drivers of economic growth. The policies created and supported serve to create jobs, strengthen economic diversification, and support investment attraction. Senior management and officials rely on the recommendations and supporting evidence provided by the Manager; this information influences decisions about policy development, evaluations and policy/program improvements.

Key Relationships

Major stakeholders and purpose of interactions:

- Unit Staff: Daily interaction to support progress toward achieving division goals and objectives on various projects and initiatives; to provide direction on research efforts and data analysis; and, to assist in the preparation of reports and other materials.

- Other units and branches within the Division: Frequent engagement to collaborate on identifying and engaging pertinent stakeholders as well as ensuring outreach efforts collect relevant information on stakeholder perspectives, challenges and opportunities; frequent engagement with Economic Research and Analysis to ensure alignment and coordination of economic analysis on policy priorities with supporting evidence-based rationale.

- Other divisions within the Department: Frequent engagement to ensure alignment of initiatives and input on shared issues.

- Senior members of public agencies, associations, consultants, and partners in other governments, economic development and industry organizations in support of policy-based industry initiatives related to logistics, supply chains and strategic economic infrastructure: Ongoing engagement to access reliable information and data that can be employed to provide superior decision making and to resolve strategic policy issues; to establish strong industry networks, share information, and maintain knowledge of leading practices.

- Other ministries: Frequent engagement on shared issues.

Strong communication skills (written and oral) are required.

Required Education, Experience and Technical Competencies

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

If other, specify:
 Disciplines such as political science, economics, business, and public administration.

Job-specific experience, technical competencies, certification and/or training:
 Minimum recruitment standard for this position (Manager 2) is four years of related experience in addition to a related degree.
 This position relies on political acumen and a thorough understanding of government decision making processes in order to adequately advise and support the Director. Strong interpersonal and problem solving skills are essential to being able to coordinate timely and effective issue resolution given the constrained environment.
 This positions requires sound knowledge of project management approaches and experience leading a project team to successful achievement of objectives. It also requires strong working knowledge of policy development, land use planning, and economic development principles, tools, and practices, specifically those related to best practices in economic development of businesses, communities and regions.
 Strong Communication Skills (both written and oral) are 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder	The incumbent must be aware of potential risks and unintended consequences; consider trends and issues in their context; and obtain different perspectives on a given issue and related potential solutions.

		<p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>This position is often faced with complex challenges and conflicting priorities. The incumbent must maintain strong working relationships with various external partners to make strategic and well-informed decisions.</p>
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 	<p>The Manager is accountable for the team's outcomes and is responsible for ensuring that requirements and deliverables are achieved.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>This position must be flexible to change direction and help the team adapt, as needed, when more information is available and/or new opportunities/challenges are identified.</p>
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 	<p>This role is expected to provide leadership, direction and coaching to the team. This includes</p>

		with career goals <ul style="list-style-type: none">• Leverages strengths; attempts stretch goals• Provides feedback and openly discusses team performance• Values team diversity, and supports personal development	demonstrating APS values and empowering the unit to realize its potential in delivering quality work and advice.
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