

## Update

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Trade Analyst

Current Class

Program Services 3

Job Focus

Policy

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, Trade Capacity and Collaboration Branch

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr, Trade Policy and Projects

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 Ministry of Jobs, Economy and Trade 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 trade policy and related projects in collaboration with other ministries and strategic partners on capacity building initiatives and programming. 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 Trade Analyst 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 supporting project management/planning, conducting research and environmental scanning, and responding to action requests. This role also supports policy review and program development for our branch's grant programs including AEEP and strategic grants to Calgary Economic Development (CED)/Edmonton Global (EG) and other related agencies. 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 and support weekly divisional environmental scanning activities with a focus on provincial, national and global news, research and events.
- Support 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.
- Support planning, coordinating and implementing formal and informal stakeholder engagement activities and meetings.
- Leverage relationships across governments, in the GoA, and with external stakeholders to development and execute programs for high priority incoming international delegates.
- Develop strategic relationships across the Government of Alberta to ensure JET'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. Support 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 preparation of reports on issues to inform trade work and support the Trade Export Enhancement (TEE) Branch.

- 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 TEE 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 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 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 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:

The position coordinates and supports trade policy and projects in collaboration with cross-ministry teams.

While some projects are long-term or ongoing, the Trade Analyst must respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues.

The Trade Analyst 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; 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.
- 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; 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)	Arts	Public Administration	

If other, specify:

Could have a degree in public administration, Economics, Business, or any related

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

#### Experience

Minimum two 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 and Trade 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Supports 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	Demonstrates ability and experience to work with a diverse group of stakeholders. Ability to 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"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> </ul>	Support comparative analysis and jurisdictional/ environmental scanning to build awareness of investment and economic

		<ul style="list-style-type: none"> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	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	○ ● ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	This position will play a 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	○ ○ ● ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	In developing policy responses, this position must consider international, national, and provincial policy context and trends and how they affect Alberta's trade policy and strategy interests, as well as the impact of current choices on future policy decisions. This position must also consider the Alberta international trade ecosystem.

## Benchmarks

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

023PS73 - Industry Development Officer  
023PS68 - Research, Planning & Policy Analyst