

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Policy Advisor

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

Strategic and Integrated Services Division

☐ 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 Freight, Road, Rail and Air Policy (FRRAP) unit plays a critical role in supporting Alberta's economy by ensuring the province's transportation system enables the efficient movement of goods to and from domestic and international markets. Working in close collaboration with other program areas within the Ministry of Transportation and Economic Corridors, the unit also ensures Alberta's transportation interests are effectively communicated to other orders of government.

FRRAP is responsible for monitoring and analyzing current and emerging transportation challenges that impact Alberta's market access. This includes identifying barriers to the movement of goods and proposing solutions, often in coordination with other stakeholders and jurisdictions. Many of these issues are cross-jurisdictional in nature, such as Alberta's access to marine ports in other provinces.

To advance its objectives, the unit cultivates and maintains strategic relationships across the Government of Alberta, with federal, provincial, and territorial governments, and with owners and operators of road, rail, air, and marine infrastructure. The unit provides policy advice on how Alberta can influence transportation infrastructure and policy beyond its borders such as federal railway regulations and port development and engages with stakeholders to inform

legislative changes and advocacy positions.

The work of the unit is guided by the following frameworks:

- The Alberta Transportation Business Plan
- The Government of Alberta Business Plan
- Relevant federal and provincial transportation legislation and policy, including the Canada Transportation Act
- Government of Alberta and Ministry operational policies and procedures

The Policy Advisor reports to the Manager of FRRAP within the Strategic Policy and Business Services (SPBS) Branch. As a key member of the team, the Policy Advisor leads and coordinates the development and analysis of transportation policy initiatives that shape the long-term direction of Alberta's transportation system.

This role involves close collaboration with internal and external stakeholders, including ministry colleagues, other Government of Alberta departments, and transportation service providers, to assess and develop policies related to goods movement and market access. The Policy Advisor conducts in-depth qualitative and quantitative analysis of transportation and trade data, evaluates federal policy developments, and assesses multi-modal corridor opportunities. The position also manages a database on Alberta's international trade to support evidence-based decision-making.

The outcomes of this work inform and support the Manager, Director, and Executive Director of SPBS, as well as senior ministry leadership, including Assistant Deputy Ministers, the Deputy Minister, and elected officials. The insights generated may also be shared with other provincial ministries, governments, industry stakeholders, and the public to support strategic planning, legislative development, and program delivery.

Responsibilities

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

The Policy Advisor supports the Freight, Road, Rail and Air Policy (FRRAP) Unit and the Strategic Policy and Business Services (SPBS) Branch in the development of forward-looking strategic policy, system planning, and legislation that shape Alberta's transportation system. This includes contributing to high-profile ministry priorities through independent work and collaboration with cross-departmental and cross-ministry teams.

1. Policy Analysis and Advice

- Lead and coordinate project teams to research, develop, and evaluate policy proposals, including analysis of implications, risks, and implementation strategies.
- Assess transportation policies by identifying strengths, weaknesses, inter-jurisdictional comparisons, and financial and outcome impacts; recommend amendments to align with government priorities.
- Analyze policy options with consideration of stakeholder perspectives, risks, costs, benefits, and delivery mechanisms.
- Prepare high-quality materials such as briefing notes, reports, presentations, Cabinet documents, and correspondence for senior officials and executive leadership.
- Deliver clear, logically structured content under tight deadlines and competing priorities.
- Represent the unit on internal, cross-ministry, and intergovernmental committees as required.
- Build policy capacity within the department by providing expert advice and training.
- Identify emerging policy issues through environmental scanning, stakeholder engagement, and public inquiries, and recommend appropriate responses.

2. Project Management

- Lead and support multi-phase, multi-stakeholder projects that influence the evolution of Alberta's transportation system, incorporating demographic, legislative, and economic analysis.

- Develop and implement communication strategies, key messages, and supporting materials for Cabinet submissions, public announcements, and digital platforms.
- Collaborate with internal and external partners to develop, implement, and monitor policy and program evaluation plans.
- Provide leadership and knowledge transfer to internal and external teams engaged in transportation policy initiatives.
- Oversee project planning and execution, including scope definition, resource allocation, risk management, and performance evaluation.
- Resolve stakeholder conflicts and prioritize issues arising in committees and working groups.
- Manage external contractors, including drafting requests for proposals, evaluating submissions, and overseeing contract performance.

3. Stakeholder Engagement and Consultation

- Lead the development and execution of stakeholder engagement strategies to inform transportation policy development.
- Build and maintain strong relationships with key stakeholders to identify and advance initiatives that impact Alberta's transportation system.
- Collaborate with other ministries, decision-makers, and transportation service providers to proactively address policy issues and implement strategic initiatives.
- Facilitate discussions on complex or contentious issues, balancing diverse stakeholder interests to develop practical solutions.
- Maintain effective relationships with internal and external stakeholders and other jurisdictions to support collaborative policy development and integration of ministry objectives.
- Represent the ministry on interdepartmental and intergovernmental committees to ensure Alberta's interests are reflected in broader policy discussions.
- Engage with subject matter experts and thought leaders to incorporate innovative research and best practices into policy development.

4. Management of Complex Issues

- Provide timely, concise, and relevant analysis in response to action requests and emerging issues.
- Lead or coordinate the development of resolutions, responses, or recommendations for complex transportation-related issues.
- Collaborate with multiple stakeholders to ensure alignment with relevant policies, standards, and legislation.
- Demonstrate a comprehensive understanding of interconnected policy areas to support informed decision-making by ministry leadership.

Problem Solving

Typical problems solved:

This position requires strong analytical thinking and problem-solving skills to address sensitive, complex, and evolving issues related to Alberta's transportation system. The Policy Advisor must navigate a dynamic policy environment involving multiple jurisdictions, diverse stakeholder interests, and high-profile government priorities.

Key Challenges

Cross-jurisdictional Policy Issues. Many transportation challenges --such as access to federally regulated infrastructure like railways, airports, and marine ports --require coordination with other governments and stakeholders. The Policy Advisor must apply a multidisciplinary approach to analyze and resolve issues that span provincial, federal, and industry boundaries.

Economic Corridor Development. Alberta's economy depends on integrated transportation corridors that include highways, railways, airports, and ports. The Advisor must assess proposals for new infrastructure projects, considering regulatory, operational, and funding implications, and provide evidence-based recommendations.

Complex Governance and Stakeholder Dynamics. The role involves working within a complex governance framework that includes internal ministry divisions, other provincial ministries, federal departments, and private sector stakeholders. The Advisor must manage competing priorities, political sensitivities, and varying timelines while maintaining productive relationships.

Emergent and Unpredictable Issues. Transportation policy issues often arise unexpectedly and require timely, forward-looking analysis. The Advisor must balance long-term strategic planning with the ability to respond quickly and effectively to emerging challenges.

Multi-Project Coordination. The position requires managing multiple concurrent projects and initiatives, often with overlapping deadlines and stakeholder groups. The Advisor must prioritize effectively, manage expectations, and build consensus to advance policy goals.

Key Competencies and Skills

To succeed in this role, the Policy Advisor must:

- Demonstrate strong organizational and time management skills, with the ability to adapt to shifting priorities and work effectively in fast-paced, changing environments.
- Consider broader economic, social, and jurisdictional impacts when analyzing policy issues and developing recommendations.
- Build and maintain trusted relationships with colleagues, stakeholders, and partners through excellent interpersonal and communication skills.
- Apply creativity and innovation to develop practical, forward-thinking policy solutions in collaboration with internal teams and external stakeholders.
- Be self-motivated and results-driven, requiring minimal supervision to deliver high-quality outcomes.
- Conduct accurate, evidence-based research and analysis to support decision-making and strategic planning.
- Apply project management principles and tools to coordinate initiatives, define deliverables, and monitor progress.
- Produce clear, concise, and well-structured reports and deliverables tailored to the needs of senior decision-makers.

Types of guidance available for problem solving:

The Policy Advisor operates with a high degree of autonomy and professional judgment supported by a variety of resources and guidance mechanisms, including:

- Legislation, regulations, policies, and procedures that govern Alberta's transportation system and intergovernmental relations.
- Standardized templates and tools for preparing briefing materials, reports, and Cabinet documents.
- Historical records and precedent materials that provide context, previous research, and examples of past approaches to similar issues.

- Ongoing consultation and collaboration with the Manager and subject matter experts across the department, offering insight and specialized knowledge.

Assignments typically require the application of theoretical knowledge, practical experience, and critical thinking to define complex problems and develop innovative, forward-looking solutions. Outcomes are often uncertain, requiring adaptability, creativity, and a strategic mindset.

Direct or indirect impacts of decisions:

The decisions and recommendations made by the Policy Advisor have both direct and indirect impacts on the Ministry and the broader public. These include:

- **Strategic Influence.** Recommendations related to legislation, regulations, policies, and stakeholder engagement are often acted upon by senior leadership. The accuracy, depth, and balance of the information provided by this position are critical to informed decision-making.
- **Cross-Sectoral Impacts.** Decisions influenced by this role affect the safety, economic competitiveness, environmental sustainability, and social well-being of Albertans.
- **Policy and Program Outcomes.** The position's analysis and advice shape the development and implementation of transportation policies and programs, with long-term implications for infrastructure investment, market access, and intergovernmental relations.

Key Relationships

Major stakeholders and purpose of interactions:

The Policy Advisor collaborates with a wide range of internal and external stakeholders to support the development and implementation of transportation policy. Key interactions include:

- **Manager.** Provides regular updates on project progress, identifies risks, and discusses proposed solutions. Engages in daily communication to ensure alignment with unit priorities.
- **Director.** Shares updates on project status and outcomes, as required.
- **Executive Director / Assistant Deputy Minister (ADM).** Supports the achievement of divisional and departmental goals through information sharing and issue resolution, as needed.
- **Branch Members.** Coordinates project activities, shares information, and collaborates on issue resolution and policy development.
- **Project Team Members.** Engages in daily coordination and communication to ensure timely progress and alignment on shared deliverables.
- **Other Government of Alberta Staff.** Shares data and information, coordinates input, and provides updates on project status to ensure cross-ministry alignment.
- **Transportation Stakeholders and the Public.** Builds and maintains relationships, facilitates information exchange, and coordinates input to support collaborative policy development and successful project outcomes.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

An undergraduate degree in a relevant field. A graduate degree is an asset.

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

Education

- Undergraduate degree in a relevant field such as economics, business, public administration, planning, or

other social sciences, combined with related work experience.

- A graduate degree is considered an asset.

Technical Knowledge and Proficiency

- Strong understanding of Alberta's transportation system, including highways, railways, and airports, and how it connects to infrastructure in other jurisdictions.
- Knowledge of transportation-related legislation, regulations, and policy frameworks.
- In-depth understanding of policy analysis theory and practice, including multi-stakeholder policy development, planning, and decision-making processes within government.
- Knowledge of problem-solving methodologies and analytical techniques.
- Understanding of engagement and consultation practices, including planning, facilitation, analysis, and reporting.
- Proficiency in both qualitative and quantitative research and analysis methods.

Skills and Competencies

Interpersonal and Collaboration

- Strong interpersonal, relationship-building, and networking skills.
- Demonstrated flexibility and adaptability in dynamic environments.

Policy Development

- Proven ability to apply policy research, evaluation, and option development techniques.
- Strong analytical and evaluative skills in policy development.

Engagement and Consultation

- Demonstrated experience in planning and executing stakeholder consultations, including facilitation and analysis of input.

Project Management

- Strong project management skills, including planning, coordination, and team leadership.

Leadership and Problem Solving

- Effective leadership, decision-making, and problem-solving abilities.
- Ability to develop innovative and practical solutions to complex issues.

Communication

- Excellent written and verbal communication skills, including the ability to prepare and deliver presentations.
- Skilled in facilitation, negotiation, consensus-building, and active listening.

Time Management

- Strong organizational and time management skills with the ability to prioritize tasks and meet deadlines.

Abilities

- Self-motivated and capable of managing a broad range of responsibilities with minimal supervision.
- Ability to work effectively in a complex, multidisciplinary environment and manage diverse stakeholder expectations.
- Capacity to coordinate multiple projects, meet tight deadlines, and adapt to shifting priorities.
- Ability to synthesize large volumes of information and present clear, concise, and actionable recommendations to senior leadership.
- Strong critical thinking and innovation skills in policy development and stakeholder engagement.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.

Work Experience

- Minimum of two (2) years of experience in policy research, development, and project management.
- Experience in the transportation sector is considered an asset.

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Considers the whole system when evaluating, researching and developing Alberta's position.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Uses research and analysis to find ways to improve systems.</p> <p>Employs subject matter experts from various areas to solve problems.</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 	Readily and willingly changes and adapts to new priorities or emerging issues. Is aware that adjustments to projects and deliverables are needed to take advantage of opportunities, and can explain the impact of changes to projects to

		<ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	management.
Drive for Results	○ ○ ● ○ ○	<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>Manages project teams including delegating tasks, monitoring project performance, and ensure projects are completed in a way consistent with direction.</p> <p>Ability to work under pressures and within tight timelines to develop innovative and practical solutions for consideration by the Deputy Minister/Minister.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Develops engagement plans and executes them, involving stakeholders as needed.</p> <p>Facilitates discussions during engagements.</p> <p>Uses enthusiasm to motivate and guide project teams.</p> <p>Acknowledges and works with diverse perspectives on project teams, often from other departments and business areas.</p>

Benchmarks

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