

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Sr Intergovernmental Analyst

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

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:

Reporting to the Director, Intergovernmental Analysis, the Senior Intergovernmental Analyst provides professional analysis and advice on matters relating to the major federal-provincial fiscal transfers, including the Canada Health Transfer (CHT), Canada Social Transfer (CST), the Fiscal Stabilization Program (FSP) and Equalization.

The position also supports the work of the branch in other areas, providing policy analysis and advice on other fiscal issues and special projects as needed.

Responsibilities

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

Provide policy and planning analysis, information and support in the areas of major federal-provincial transfer payments, Equalization, other federal transfers and on the terms and conditions associated with these programs.

- This includes continually monitoring and reviewing developments involving the CHT, CST Fiscal Stabilization and Equalization and developing analysis, advice and strategic policy options - in consultation with the Director of Intergovernmental Analysis.

Provide technical analysis and support on matters relating to Alberta's participation on federal provincial

and interprovincial committees on federal-provincial fiscal arrangements, as well as a broad range of cross-ministry initiatives that have fiscal implications for the province.

- This could include participation on cross-ministry initiatives that require fiscal policy analysis and/or may have longer-term fiscal policy implications.

Fulfill special requests from senior officials, including Minister and Deputy Minister, generally under tight timelines.

Monitor and analyze fiscal developments of the federal government and other provinces and advising on the implication of federal policies (e.g., analyses of federal and provincial budgets) in a clear and concise manner.

Provide advice and briefing materials and help to develop Alberta's position on federal-provincial fiscal issues.

- This includes support for Finance Ministers, Fiscal Arrangements and Transfers Sub-Committee meetings through the preparation of briefing notes, research papers and draft correspondence on matters relating to federal-provincial fiscal relations.

Preparing jurisdictional fiscal comparisons and technical analysis to support the branch's work both in the Intergovernmental unit as well as the Strategic and Policy Supports unit. This may include, but is not limited to, comparative fiscal analysis of spending, debt and deficits.

Support the development of budget chapters and fiscal updates, including the revenue forecast for major federal transfers for the Canada Health Transfer and Canada Social Transfer.

Technical analysis to assess the parameters of federal transfer programs, including determining if the province qualifies for Fiscal Stabilization payments.

- Analyzing the impact of any proposed changes to federal transfers (Consensus proposals, potential federal changes).
- Determine the trade-offs of these changes, including the impact on Alberta's and other provinces' funding levels. This also includes consideration of risks for other federal-provincial or interprovincial negotiations and potential unintended consequences.

Problem Solving

Typical problems solved:

The position involves the analysis of a wide range of complex fiscal issues requiring extensive knowledge of national and provincial fiscal situations and governmental arrangements, as well as economic conditions.

The Senior Intergovernmental Analyst operates with a significant degree of autonomy and minimal supervision and is expected to make decisions on the scope, method and assumptions used in the analysis.

The unit is often involved in multiple priority projects with tight timelines. The incumbent is expected to respond proactively to shifting priorities, flag issues and propose ways to address them.

In addition, the incumbent is expected to work well in a team setting and be active in meetings, collaborating and seeking input from team members and bringing new ideas to the branch.

Types of guidance available for problem solving:

The incumbent requires a solid understanding of economic theory, the interactions of economic, policy and fiscal variables/outcomes, as well as the fiscal history of Alberta and Canada (including other provinces).

An understanding of fiscal responsibilities of all levels of government (federal, provincial and municipal) and familiarity of current research and literature on fiscal imbalances would further support the incumbent's work.

To ensure outcomes are achieved, a wide variety of skills are required including strong problem-solving skills, ability to identify inconsistencies/conflicts within and across major fiscal strategy, collaboration, and consensus-building.

The Senior Intergovernmental Analyst must be aware of the major sources of economic information (e.g., Statistics Canada), as well as where to access provincial and federal fiscal information (government public accounts, budgets, quarterly updates). S/He must be familiar with economic research techniques, including how to do literature searches and jurisdictional scans, as well as creating economic models and spreadsheets to conduct analysis.

The Senior Intergovernmental Analyst is encouraged to do independent research and look for ways to further streamline and improve his/her work once core tasks are completed.

Direct or indirect impacts of decisions:

The work of the incumbent can influence the policy recommendations of the Policy and Strategic Supports branch made to the department or on government-wide policy initiatives. This includes the development of strategic approaches for negotiating federal-provincial fiscal transfers. The analysis the unit is involved in often has revenue or expense implications that need to be taken into account and flagged for discussion with other areas, as required.

Key Relationships

Major stakeholders and purpose of interactions:

Interacts daily with the branch staff and Director to discuss branch work priorities and operational matter.

Interacts with senior officials and executive directors in the division as well as other branches within the Economics and Fiscal Planning division and other TBF divisions for information sharing purposes, to discuss analysis.

Interacts, as required, with relevant colleagues at other ministries/departments and cross-ministry working groups/committees for information sharing and providing feedback/input from a TBF perspective.

May require contacts with federal or other provincial officials or non-government stakeholders as needed.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics		

If other, specify:

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

- A degree in the social sciences, including training in economics, statistics and research methods is required. A Master's Degree in Economics is preferred.
- Minimum four years of progressively responsible related experience is required, preferably in economic analysis or policy development.
- The position requires strong technical skills to develop and adapt policy, scenario and forecasting models to Alberta's policy environment as well as advanced understanding of the interactions of economic, policy and fiscal variables/outcomes.
- The position requires strong written and oral communication skills. The incumbent must be able to communicate highly technical issues in simple (non-technical), clear language.
- The incumbent must also possess strong interpersonal skills to facilitate working with others and help lead groups, projects and initiatives.
- The incumbent can demonstrate good judgment that weighs the analytical evidence before making recommendations and assesses the sensitivity of information requests.

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	The work of the incumbent can influence

		<p>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 	<p>the policy recommendations of the Policy and Strategic Supports branch made to the department or on government-wide policy initiatives (for officials working groups or cabinet working groups). An understanding of the different points of view across the country on federal-provincial fiscal issues and a fulsome understanding of potential unintended consequences of a policy must be incorporated into his/her work. The incumbent will take into consideration how his/her own work will impact the work of others and ultimately, the team's success.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>The incumbent is expected to be an expert on federal transfers, as well as fiscal differences among provinces. The latter of which includes having a solid handle of some on the challenges associated with interprovincial comparisons, and the nuances with data generally used to conduct this work (Government Financial Statistics). The incumbent has considerable freedom to set his/her goals and work priorities while anticipating challenges and change based on activities in other areas. The candidate is expected to recommend new projects and techniques to help the Branch meet its objectives. The incumbent must be accountable for their</p>

			work and to support the work of others proactively.
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <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 	<p>The position will work collaboratively to support the team, branch, division, ministry and other ministries to achieve common goals.</p> <p>The incumbent will actively engage with other areas to build productive relationships and seek ways to support each other's work.</p>
Agility	○ ● ○ ○ ○	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>This position often functions under tight timelines and changing priorities which require the ability to adjust accordingly. The incumbent seeks clarity on timelines or changing priorities to ensure focus is on most needed task, and demands are being met.</p> <p>Proactive planning (such as considering multiple scenarios and risks) and quick response is necessary.</p>
Develop Self and Others	○ ● ○ ○ ○	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>The incumbent is expected to function with a large degree of independence. This requires initiative, creativity and judgment in how best to achieve the desired end result. He/she is also expected to reflect on his/her own areas of strengths and opportunities for development, both formal and informal, while contributing to team learning by sharing information, knowledge and experiences even when not asked.</p>
Creative Problem Solving	○ ○ ● ○ ○	Engages the community and resources at hand to	The incumbent is required to make

		<p>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>decisions concerning both policy analysis and forecasting. This requires that the incumbent be able to master the existing literature and apply the concepts while displaying good judgment in weighing the evidence before making recommendations. He/ She is thus expected to find ways to improve complex systems or analysis to meet goals and outcomes while continuously engaging others to encourage debate and idea generation from team members.</p>
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>The incumbent is expected to handle routine issues on his/her own, but to consult on difficult, sensitive and/or unusual problems. The incumbent will at times be required to interact with other ministries and is expected to inform colleagues of any relevant information they should be aware of</p>