

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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 Senior Manager Credit and Analysis holds a critical leadership position within the Treasury Risk Management (TRM) department, leading and empowering Senior Treasury Analyst(s) through mentorship and delegation to drive exceptional execution of treasury operations. The Senior Manager Credit and Analysis collaborates closely with investment professionals to oversee the Province's capital markets activities, including credit analysis, debt issuance, and investment portfolio management, ensuring alignment with strategic financial objectives.

The Senior Manager Credit and Analysis oversees the implementation and configuration of features within the Province's new treasury system, FIS Quantum, ensuring seamless integration with platforms such as Bloomberg, CanDeal, and CanAuction, while troubleshooting technical issues to maintain data integrity and system performance.

Responsibilities

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

Team Leadership and Mentorship

Leading and empowering Senior Treasury Analyst(s) through mentorship and delegation to ensure high-quality execution of treasury operations, fostering professional development, and cultivating a culture of performance excellence within the Treasury Risk Management (TRM) team.

Credit Analysis

Collaborating with investment professionals to manage the province's credit risk, including debt and investment portfolios, ensuring alignment with strategic financial objectives. The Senior Manager Credit and Analysis will research, analyze and provide recommendations to Capital Markets team on the debt and investment portfolios. This also includes assisting the Director, Financing in evaluating credit applications from Crown corporations, agencies, and municipalities per Financial Administration Act (FAA) regulations.

Treasury Systems Optimization

Driving the strategic use, implementation, and optimization of the Province's new treasury system, FIS Quantum, for trade capture, portfolio management, liquidity forecasting, and risk analytics, while ensuring seamless integration with platforms such as Bloomberg, Bloomberg Enterprise Data, CanDeal, and CanAuction.

Technical Innovation and Financial Modeling

Leveraging programming languages and tools to automate data processing, enhance system functionality, and develop financial models for debt and derivative instrument pricing, utilizing statistical modeling and industry-standard benchmarks.

Operational Efficiency and Risk Management

Delivering actionable analysis, projections, and reports to support business planning, while driving operational improvements within the TRM group to enhance efficiency, ensure compliance, and mitigate risks.

Provide expertise and leadership direction in the design and completion of financial modeling and analytic systems.

Be the department leader, knowledge expert and contact point for department used computer languages such as SAS Viya, R Programming, SQL, Visual Basic to maintain and build existing and new analytical and reporting systems for debt and asset portfolios.

Credit rating agency engagement

Along with Director, Financing serves as liaison with credit rating agencies, collaborating with executive staff and teams to prepare and present accurate financial data to secure and maintain favorable credit ratings for the Province.

Communicate with internal and external stakeholders

Help oversee the production of public facing documents, quarterly and annually, for reporting on the investment, debt, and derivative portfolios and contribute to reporting for the fiscal update budget documents.

Problem Solving

Typical problems solved:

The Senior Manager Credit and Analysis must be knowledgeable and able to independently manage a wide array of extremely complex aspects of asset and liability management and complementary software systems. For example: provincial funding through debt issuance, asset liability management of municipal loans and their impact on the existing debt portfolio, yield curve production and analysis, investment portfolio construction, management, reporting, forecasting. Even experienced analysts who understand the theory will encounter difficulty with just the theory and real world market execution, an additional specialization is needed to create and troubleshoot the associated software systems and models that require programming knowledge on top of the high level of financial expertise to ensure the province is executing its obligations

within the proper financial framework.

Types of guidance available for problem solving:

Guidance available is from different areas including internal and external. Internal guidance is from supervisors and peers. External is from other market participants and counterparties. Guidance is also available from software vendors.

Direct or indirect impacts of decisions:

The Senior Manager Credit and Analysis is responsible for providing information, advice and backup on a variety of complex financial issues that affect the Province's liquidity, publicly issued debt and various endowments/funds under TBF responsibility. The work involves extremely confidential, complex and highly sensitive information on the proposed debt funding policies and execution, endowment funds, special projects, which affect the Budget and directly influence the debt servicing expense and the liquidity of the Province. Failure for the incumbent to provide accurate information and build working models can lead to major cost implications, potential catastrophic liquidity implications, cause discrepancies and lead to potential misunderstandings, which can have serious consequences for the Province, the budget and business planning.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Assistant Deputy Minister, Treasury and Risk Management - Receive direction and provide support in the accomplishment of divisional objectives.

Senior management staff and officials in Alberta Finance - Coordinate preparation of Debt reports and communications
Alberta government departments, such as Corporate Human Resources and Justice - Participate in high-level initiatives and highly complex issue areas

Capital Markets Team - Operational matters

External

Capital markets and Investment Banking representatives - Advice/Recommendations/Reporting

Required Education, Experience and Technical Competencies

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

If other, specify:

Chartered Financial Analyst (CFA)

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

The incumbent must have a strong knowledge of capital markets and financial risk management.

A University degree in the area of investment finance (or similar) supplemented by related (8+) years relevant capital markets related experience.

It is preferred that the incumbent possess the Chartered Financial Analyst (CFA) or similar professional designation.

Superior FIS Quantum, Excel, Access, Bloomberg, and FinCAD skills are needed for the day-to-day operation of financial systems/models and provide potential fixes to coding of existing internal and external programs/models or provide workarounds.

Strong proficiency in programming and data analysis tools (e.g., R, SQL, VBA or equivalents), with the ability to learn and apply new languages as needed.

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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Aligns different groups to achieve goals and realize broader outcomes: <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	Monitoring the credit risk of provincial debt and assets is critical. One basis point difference can lead to million dollar discrepancies.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	The Senior Manager Credit and Analysis must be knowledgeable and able to independently manage a wide array of extremely complex aspects of asset and liability management and complementary software systems.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Driving the strategic use, implementation, and optimization of the Province's new treasury system, FIS Quantum, for trade capture, portfolio management, liquidity forecasting, and risk analytics, while ensuring seamless integration with platforms such as Bloomberg, Bloomberg Enterprise Data, CanDeal, and CanAuction.
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	Leading and empowering Senior Treasury Analyst(s) through mentorship and delegation to ensure high-quality execution of treasury operations, fostering professional development, and cultivating a culture of performance excellence within the Treasury Risk Management (TRM) team.

Benchmarks

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

TRM Senior Manager Trading and Derivatives

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature