

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

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 Internal Trade Policy Unit is responsible for leading the Government of Alberta's (GOA's) engagement in the negotiation, implementation and ongoing management of internal trade agreements, internal trade disputes, and other internal trade policy issues. This work is undertaken with the goal of facilitating the flow of goods, services and investment within Canada, and improving access to other provinces for Alberta businesses. It takes place within the framework of the internal trade agreements to which Alberta is a party, which include the Canadian Free Trade Agreement between all provinces, territories and the federal government, and the regional New West Partnership Trade Agreement between the western provinces.

Reporting to the Director, Internal Trade Policy, the Manager, Internal Trade Policy is responsible for coordinating the GOA's response to internal trade issues and initiatives. This is done by ensuring Alberta has effectively analyzed internal trade policy issues; coordinated interdepartmentally and inter-governmentally to ensure a shared understanding of these issues; promoted Alberta's position on matters pertaining to trade agreements, trade negotiations, and other internal trade initiatives; and advised senior

government officials so that Alberta's interests are reflected in senior-level decision making and FPT engagement. This work contributes to an open, efficient, and stable domestic market for long-term job creation, economic growth, and stability within Alberta and Canada.

The Manager, Internal Trade Policy role is focused on ensuring Alberta's internal trade policy objectives are met and priorities of the government are represented and advanced within Canada. This role oversees economic and policy analysis of internal trade issues. The Manager engages in the coordination and assessment of policies or initiatives implemented by other GOA departments that have implications under domestic trade agreements or initiatives. The role involves liaising with federal, provincial and territorial governments, as well as GOA departments, to ensure Alberta's objectives are identified and pursued in a coordinated manner. This position requires a candidate with a background related to trade policy and strong networking and communication skills.

This position is responsible for providing guidance and leadership to team members, including direct reports, and for working with other managers and directors in the branch on the development of Alberta positions related to internal trade issues. This involves:

- Ensuring timely and effective in-house analysis of internal trade policy issues;
- Coordinating unit engagement in and follow-up from interdepartmental and intergovernmental meetings;
- Ensuring branch and division leadership are appropriately briefed on internal trade policy issues;
- Exchanging information and advice with relevant departments and stakeholders to inform a clear and consistent Alberta position on internal trade issues;
- Providing support and engagement to facilitate Alberta's participation in the ongoing discussion and negotiation of internal trade issues within Canada, with a focus on ensuring that Alberta's trade policy priorities and interests are effectively incorporated into the outcomes;
- Providing support and engagement to ensure the effective implementation of trade commitments agreed to by Alberta and the defense of Alberta's trading practices and interests.

This role requires extensive problem solving, systems thinking, relationship development and the ability to represent Alberta's interests in cross-ministry and FPT committees and other fora.

Responsibilities

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

1) Participate in and provide management of the internal trade unit, to achieve the government's objectives of a more open, stable and efficient Canadian market.

- Coordinate and contribute to internal trade policy analysis, including of, e.g., third-party reporting on internal trade issues, other governments' policy positions, and trade flows within Canada.
- Oversee and contribute to engagement in, reporting on, and follow-up from interdepartmental and intergovernmental meetings and outreach.
- Coordinate and contribute to the development of policy positions on internal trade issues that reflect the priorities and interests of Alberta (including promoting free trade and economic growth and protecting provincial jurisdictional interests).
- Prioritize information and knowledge transfer, to build capacity on internal trade issues.

2) Provide high quality and timely advice and support to senior GOA and departmental leadership on Internal Trade Policy issues.

- Support the Minister's engagement in the Committee on Internal Trade and other internal trade fora, including through the development of effective briefing material, officials' level engagement, and advice up, as necessary.
- Develop timely and informative DM, Ministerial, and Cabinet-level information and decision documents.
- Provide support to the ADM, Executive Director and Director in coordinating Alberta's engagement in and response to internal trade issues, including through regular participation in intergovernmental (FPT) and interdepartmental committees and fora, such as those established under the Canadian Free Trade Agreement, and in trade negotiations.

3) Develop and advance Alberta's internal trade policy strategy through interdepartmental collaboration and coordination.

- Engage, through informal and formal mechanisms, with a network of interdepartmental officials with responsibilities related to internal trade, to exchange information and identify and address policy issues.
- Contribute to cross-government councils and committees to gain consensus on the most effective ways to advance and represent Alberta's internal trade interests.
- Provide advise on matters related to GOA or ministry policy that may have implications under domestic trade agreements.
- Ensure GOA policy, legislation and other measures are consistent with Alberta's commitments under domestic trade agreements.

4) Facilitate expanded markets for Alberta businesses, workers and investors through the negotiation of internal trade agreements and initiatives.

- Contribute to the development of Alberta positions on internal trade policy issues through issues management, cross-ministry and stakeholder engagement, and staff and contract management.
- Represent Alberta at negotiating tables (e.g., the FPT Regulatory Reconciliation and Cooperation Table (RCT)), ensuring close communication and coordination with other GoA Ministries.
- Ensure that Alberta's interests and priorities are effectively communicated and represented.
- Find consensus with other parties on complex trade policy issues to ensure negotiations advance.
- Demonstrate an awareness of other jurisdictions' policies, as well as an understanding of approaches being advanced by various think tanks and academics, to ensure Alberta is leveraging its interests and approaches.

5) Defend and manage Alberta's interests in internal trade policy disputes, either taken against or taken by Alberta, through coordination with affected Alberta ministries.

- Anticipate and work with other ministries to avoid any internal trade disputes against Alberta.
- Provide advise on whether there is a case for Alberta to initiate formal dispute resolution proceeding against another Canadian jurisdiction.
- Work with affected Alberta ministries to coordinate Alberta's responses to dispute resolution proceedings launched by another jurisdiction against Alberta.
- Engage with legal counsel to help to prepare Alberta's case to successfully defend/argue before a trade tribunal and to ensure that the issues are dealt with efficiently and effectively.

Problem Solving

Typical problems solved:

Problems in this area tend to be unique and complex, and resolution requires creative problem solving skills and collaboration with other ministries and jurisdictions. Problems need to be solved in a way that is in line with internal trade obligations, as well as adhering to political direction. This position would deal with a very wide range of problems, of which the following are representative:

- Ensuring that Alberta's interests and priorities are reflected in the negotiation of new internal trade agreements or in changes to existing agreements. Leadership is required in defining Alberta's needs and designing strategies to respond to those needs.
- Driving policy in an environment that contains many unknown elements, extra-jurisdictional factors, and opportunities and decisions that are shaped by high level political considerations.
- Motivating government officials to commit resources and undertake activities relevant to internal trade initiatives.
- Ensuring corporate implementation of Alberta's commitments under various internal trade agreements, which entails maintaining strategic ties with ministries and providing interpretation.

Types of guidance available for problem solving:

Available resources include:

- Guidance from senior government officials and political leadership regarding Alberta's approach to internal trade.
- Guidance from the Executive Director, Director, and legal counsel.
- Input from policy experts in other departments and other stakeholders is essential to the development of Alberta's internal trade policy. The Manager must assess this input to identify specific interests or concerns and assess potential benefits and costs, including risks. The Manager must accommodate this input, if possible, when developing the Alberta position and establish a unified position when there are differences of opinion.
- Existing internal trade agreements and related decisions (e.g., interpretive notes, panel decisions) which provide a

framework for any action Alberta may want to take under them. These agreements can also serve as models for new agreements or how to approach internal trade issues.

- Prior Alberta policies and positions, which inform or provide insight into a current issue.
- Provincial legislation, regulation, and policies, which can provide context to the Alberta position on a specific issue, as well as the legislation, regulation and policies of other Canadian jurisdictions, which may also provide insight into specific issues.
- Intergovernmental and federal-provincial-territorial dialogue.
- Guidelines for procurement obligations and reconciliation processes.
- Statistics Canada's Internal Trade Data Hub and Government of Alberta Economic Dashboards.

Direct or indirect impacts of decisions:

The position is responsible for developing, negotiating and implementing internal trade policy for the government that affects a wide range of stakeholders within and outside the GOA. The outputs achieved, often politically sensitive, typically affect an entire ministry(s) and/or are externally focused and affect a province-wide or public service-wide clientele within a variety of policy, program or functional areas.

For example, any decision to agree/disagree with demands of other Canadian jurisdictions in trade negotiations can have external impact on all of government, as those decisions may influence the final terms of an agreement and the timing of its completion and implementation. For the public sector, legislation, regulations and policies may be impacted, amended or rescinded. For the private sector, the business, investment and labour environment can all be influenced by commitments undertaken by the province of Alberta through internal trade agreements.

Key Relationships

Major stakeholders and purpose of interactions:

Stakeholder	Frequency	Nature and Purpose of Contact
Internal		
Unit Staff & Director	Daily	Issue identification/resolution, briefing, consultation and advice
Executive Director	Daily/As required	Issue identification/resolution, briefing, consultation and advice
Legal, JSG Trade Counsel	Weekly/As required	Information exchange, risk assessment, dispute resolution
DM, Min, Exec Council, Premier's Office	As required	Issue identification/resolution, briefing, consultation and advice
Departmental Staff	Ongoing/As required	Policy/issues identification and resolution and advice on policy development in the context of adhering to trade agreements
All GOA Ministries	Ongoing/As required	Policy/issues identification and resolution and advice on policy development in the context of adhering to trade agreements
External		
FPT counterparts	Ongoing/As required	Consultation, negotiation, issue identification/resolution
Broader public sector (municipalities, del. authorities, Crown corporations)	As required	Consultation, policy/issues identification/resolution
Private sector	As required	Consultation, issue identification/resolution
Academia	Occasional	Information exchange

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, Arts (e.g. political science, economics), trade policy, or any other relevant degree

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

Degree in public administration, law, business, arts (economics, political science), trade policy, public policy, law, or a related area with 6 years experience.

- Knowledge of key trade policy concepts and agreements.
- Knowledge of Alberta's trade policy objectives and an ability to align work activities with those objectives.
- Familiarity with intergovernmental issues.
- Broad understanding of policy and legislation, trends and issues relative to internal trade
- Experience in managing complex negotiations and finding consensus among diverse positions.
- Demonstrated ability to develop and maintain collaborative working relationships within the division, across government, and with stakeholders.

- Experience in facilitating effective reciprocal dialogue and information exchange with clients and stakeholders.
- Record of demonstrating political judgment and an ability to craft policy and messaging that is in line with government priorities.
- Demonstrated ability to confront and resolve disagreement and conflict in a professional manner.
- Experience with negotiating innovative solutions to complex and diverse issues.
- Exceptional verbal, written, listening and interpersonal skills, including the creation and communication of policy and policy recommendations.
- Experience in government processes and advancing files.
- Experience in managing and building a team with a commitment to create, support, and sustain an environment that enables staff to achieve results and develop and build organizational capacity for the future.
- Ability to anticipate and respond quickly to client needs.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <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 	<p>This position is expected to regularly manage and coordinate multiple initiatives, as well as understand and mitigate risks to deliver both short-term and long-term goals.</p>
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <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 	<p>This position will play a key role in developing skills and core competencies of the team in the advancement of key branch and organizational goals. This position will lead team members to develop aspirational personal career plans</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on 	<p>This position works in grey policy areas; situations and obstacles encountered are often nebulous, without a clear path to resolution. Circumstances can change quickly -- and are often driven by events external to, and out of the control of the GoA. The Manager must, in these</p>

		roles, and integrates change in existing work • Readily adapts plans and practices	situations, be able to anticipate, adapt and refocus the team's efforts. +
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	This position must develop and maintain strong cross departmental and external linkages (e.g., with provincial counterparts, federal technical officials, and other stakeholders) to ensure effective information exchange, collaboration, and policy development.

Benchmarks

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

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