

## New

Ministry

Jobs, Economy and Trade

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

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

☐ 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 Ministry of Jobs, Economy, Trade and Immigration (JETI) enhances Alberta's competitive advantage by creating the conditions that will help more Albertans prosper. This includes delivering policies and programs that grow and diversify the economy; attracting and developing a highly skilled workforce; and promoting safe, fair and healthy workplaces. The Economic Strategy and Investment Division is focused on ensuring strategies and related policies are developed with a broad economic lens and line of sight to economic growth and job creation. The division leverages stakeholder intelligence, robust economic principles and advanced data analytics to formulate effective strategies that support job creating investments in Alberta. Reporting to the Manager of Defence Strategic Initiatives, the Policy Advisor contributes to a team responsible for the development, integration and execution of strategies to maximize investment by the Government of Canada and the private sector in defence-related infrastructure and the defence industry in Alberta. Key areas of focus are:

1. defence strategic initiatives development, implementation and alignment;
2. stakeholder outreach and engagement planning and facilitation; and
3. strategic option development development for high impact federal and private defence sector investments.

## Responsibilities

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

### **1. Contribute to defence strategy development and alignment activities.**

- Support the development of strategic level briefings, advice and recommendations to Assistant Deputy Ministers, the Deputy Minister and the Minister on defence opportunities and issues.
- Provide strategic advice, policy analysis, and recommendations for senior leadership on defence issues, trends, opportunities and challenges associated with Ministry outcomes and objectives.
- Gather and facilitate the dissemination of accurate, timely and relevant information on relevant issues relating to defence initiatives to a range of stakeholders with varying perspectives.
- Develop briefings, presentations and correspondence on a variety of topics, within tight time-frames when necessary.

### **2. Stakeholder outreach and engagement.**

- Maintain networks among a broad range of stakeholders to gather intelligence and inform policies.
- Participate in cross-functional teams from across industry to integrate research, analysis, data and information drawn from diverse sources.
- Coordinate communication and engagement to ensure an integrated defence approach and early risk identification.
- Provide stakeholder perspectives to government officials, such as through briefing notes, information packages and correspondence.

### **3. Support the development of strategic, customized options for Government of Canada and private sector defence investments and priorities.**

- Work to identify barriers to final investment decision for strategic defence investments which cannot be addressed through existing or proposed government policies, programs or services.
- Review and analyze existing defence priorities to determine if they are aligned with organizational goals and objectives.
- Examine barriers, develop and analyze potential options, and assess the risk/rewards of potential government action for the unique situation of each potential defence investment to support collaboration with multi-ministry, cross-functional teams and external engagement, as required.
- Assist in developing options for stakeholders, balancing common barriers to investment, fairness and the need for customization based on unique investment circumstances.

### **4. Support the unit and the division to accomplish operational goals.**

- Prepare reports, statements, forms, presentations, applications and other documents.
- Raise awareness about emerging issues that require manager or senior executive attention.
- Contribute to the team projects assigned by the manager.
- Engage with others in a collaborative manner that demonstrates teamwork, integrity and good citizenship within the department.
- Attend meetings or take on tasks as required when the Manager is absent.

- Provide "surge" capacity to support policy teams and other areas of the department when needed.

## Problem Solving

Typical problems solved:

The Policy Analyst must exercise judgment and interpretation in resolving a range of complex issues, where there is often limited framework or parameters for issue management.

The situations facing the Policy Advisor can be unstructured and the approaches to issues can be unclear. The issues managed can arise on short notice.

*Mitigation:* Develop extensive networks and a understanding of government and industry defence priorities, and seek direction from the Manager.

The position has responsibility for complex projects that involve goal setting, interaction with various groups and individuals, and meeting tight timelines for delivery of results. The issues managed can arise on short notice.

*Mitigation:* Organization and time management skills are critical to the incumbent's success in this position.

Types of guidance available for problem solving:

There is sometimes little guidance available for problem solving. Issues that arise are often new and without precedent. Quick thinking, judgment and political acumen are necessary qualities of the successful candidate in this position. There is no "manual" for how to perform this job and as such, the position works with considerable "grey space" and must develop solutions to rapidly evolving issues with little notice and limited external guidance. The Manager and Director are available to provide strategic guidance and advice on proposed options developed by the Policy Analyst.`

Direct or indirect impacts of decisions:

The Policy Analyst provides strategic input to inform decision making for the Minister, Deputy Minister, and other executive and senior officials within the department, and more broadly across government. Strategic option development is regularly focused on strategic options, or high impact defence investments. Misjudged or misaligned options for provincial action risks these projects relocating to other jurisdictions.

## Key Relationships

Major stakeholders and purpose of interactions:

Manager (daily) and Director (regularly): To share information, discuss and determine approaches to team tasks, and determine tasks priorities. To develop presentations and briefings, and provide comprehensive research, analysis and interpretation of options to address unit priorities. To obtain guidance, advice and support as required.

Fellow unit staff (daily): To collaborate, share information, and discuss issues.

Other units and branches in the division (regularly): To support progress toward achieving division goals and objectives on various projects and initiatives; to lead the preparation of reports and other materials. Provide key intelligence, strategic options and proposed plans to the Manager and Director.

Other Jobs, Economy, Trade, and Immigration divisions (occasionally): The position's mandate focuses on formulating effective, appropriate and responsive economic strategies and initiatives. This position facilitates engagement with relevant program areas throughout the department (which change based on the issue/priority under consideration), develops an understanding of competing interests and is a leader in collaborative development of approaches to address current and emerging issues/further the priority.

Other Government of Alberta ministries (occasionally): To provide advice/input/updates, represent ministry priorities, support cross-ministry economic strategy initiatives, and develop options to address barriers for high impact investment concierge clients.

Senior members of private sector companies and stakeholders (as required): To expand ongoing intelligence gathering, accessing reliable information to inform broad economic strategy development and customized options to address barriers for high impact defence investments; represent ministry priorities.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

This position relies on political acumen and a thorough understanding of government decision making processes in order to adequately advise and support the Manager and Director, and provide strategic advice on a range of economic issues to cross-ministry partners and external stakeholders.

Strong problem solving skills are critical to being able to coordinate timely and effective issue resolution given the constrained environment and complexity of issues.

Ability to establish positive working relationships and demonstrated success in managing complex issues within short timelines.

Demonstrated interpersonal and team skills with the ability to lead/coordinate activities of a team to achieve the desired ends, and participate as an effective team member.

Sound knowledge of project management approaches is preferred, as well as successful achievement of objectives originating from minimal or uncertain direction.

The position requires working knowledge of economic development principles, tools and practices, specifically those related to best practices in investment and growth.

Strong verbal communication skills and ability to write in a clear and succinct manner.

Experience working on cross-ministry projects or teams is preferred.

### 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"> <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> </ul>	<p>Working with other divisions, departments and industry stakeholders to identify issues and develop recommendations, often in an unclear or complex environment. Anticipates problems and considers interconnectivity across the department, gov and industry partners.</p>

		<ul style="list-style-type: none"> <li>• Works with others to identify areas for collaboration</li> </ul>	
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>This position often works in the grey and situations and obstacles encountered are often nebulous without a clear path to resolution. The Policy Analyst needs to be prepared to develop alternate options. Direction can often change quickly, therefore there is the need to adapt.</p>
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <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>	<p>The position must work with various internal and external stakeholders. The Policy Analyst must be open to alternate viewpoints, and understand and evaluate diverse perspectives.</p>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>The Policy Analyst must plan for projects and timelines, while driving for solutions and demonstrating accountability.</p>

## 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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature