

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Industry Relations

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 to help more Albertans prosper. This includes delivering policies and programs that grow and diversify the economy. The Economic Strategy and Investment Division focuses on ensuring that government strategies and related policies are developed with a broad economic lens and line of sight to economic growth, industry development and job creation. The Division leverages stakeholder intelligence, robust economic principles and advanced data analytics to formulate effective programs, services, strategies and policies that support job creating private sector investments in Alberta.

Reporting to the Executive Director of Economic Policy and Investment Competitiveness, the Director of Industry Relations leads external relations with industry and industry associations, gathers industry intelligence and provides customized concierge services for complex, high-impact job-creating investments, with the goal of securing positive final investment decisions that directly achieves JETI's investment and job-creating mandate.

The position leads innovative industry relations in support of JETI's mandate letter items, including: continue

Responsibilities

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

Lead JETI's industry relations activities

Establish networks among a broad range of stakeholders (including industry associations, company executives, economic development organizations) to gather intelligence to inform strategies, industry policies and programs. Key industries of focus include: logistics, manufacturing, aerospace and construction.

Lead development of focused industry outreach plans and strategic engagement plans, in collaboration with other units within the division and across government, to support execution of high profile priorities, including the delivery of mandate letter items.

Champion the establishment of systems and processes to gather and report on industry intelligence on a regular basis.

Lead industry outreach and development of timely, ad-hoc reports and advice on emerging industry issues.

Provide industry advisory services to senior government officials, including development of industry outreach strategies and the delivery of timely, high quality briefing notes, information packages and correspondence.

Develop, plan and execute innovative industry development initiatives to further the division's economic competitiveness and investment priorities.

Deliver dynamic, client-driven investment concierge services to high impact private sector investments

Provide leadership for JETI's customized concierge support for select, large-scale job-creating investments with the goal of addressing barriers to positive final investment decisions (FID) by private sector investors, while maximizing economic and job creation benefits to the province.

Develop customized approaches to meet the unique circumstances and needs of the large scale investments with complex cross-ministry needs (e.g. engagement on policy, regulatory, fiscal issues that impact the investment and broader competitiveness environment).

Lead JETI's delivery of investment concierge services in partnership with investment attraction agencies and other orders of government and departments.

Once an investment concierge project reaches FID, continue to support the proponents through its industry relations capacity, providing ongoing post-FID support that often involves construction, labour, immigration, skilled workforce development, and ecosystem sector development support to reach successful subsequent phases.

Through the department's concierge services model, ministry staff provide investors with a suite of timely and seamless services. These services may require: financial and project-specific analysis; market or issue-specific studies, research and due diligence associated to investment impacts on economic and labour outcomes from a provincial perspective; advisory support for project proponents; and convening and coordinating project partners, including governments, investors, operators, economic development agencies, and others.

Advance leadership, mentorship and employee development

Lead a cross-functional team of management, program service and administrative professionals in a strong systems thinking approach, in particular the identification of impacts, interconnectedness and/or unintended consequences across a broad range of policy, program development and strategic accountabilities.

Encourage the identification of innovative and effective approaches/alternatives, anticipation of ministry leadership/cross-ministry/stakeholder reactions, and manage issues and relationships.

Support staff in their professional development goals by providing regular feedback and opportunities for training and stretch assignments where possible.

Provide leadership, advice, guidance and direction to staff to effectively meet the unit goals, driving towards the achievement of outcomes for the branch, division and ministries.

Provide strategic leadership, advice, analysis and comprehensive guidance to the Executive Director and Assistant Deputy Minister.

Collaborate with other program area leaders to build and sustain open and effective communication channels between units, branches, divisions and with cross-ministry partners.

Demonstrate the Alberta Public Service Values of Respect, Accountability, Excellence and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and foster a positive and inclusive workplace.

Support branch administration and planning

Lead the development of the annual operational planning, budgeting and forecasting for the unit.

Establish goals and priorities to deliver results consistent with government direction, policy/regulation requirements and stakeholder expectations.

Develop, monitor and report on relevant performance measures for the unit.

Participate in corporate initiatives including employee engagement activities.

Participate in all Finance, HR and other administrative activities as required.

Problem Solving

Typical problems solved:

The Director must exercise judgement and interpretation in resolving a range of complex issues, where there is often no framework or parameters for issue management.

The industry relations function influences Alberta's overarching investment competitiveness and industry growth priorities across a range of industry sectors. The situations facing the Director are generally unstructured and approaches to issues not determined. The issues managed can arise on short notice.

Mitigation: Develop extensive networks and a strong understanding of cross-divisional and cross-ministry economic priorities.

The position is expected to remain focused at the ministry and Government of Alberta's strategic level. The issues dealt with are complex and multi-faceted, and often require innovative thinking to provide executive leadership and elected officials with effective advice, analysis and recommendations.

Mitigation: Resolution often requires coordination with a variety of cross-ministry partners and stakeholders. This position requires careful reasoning and judgement to develop consensus positions from sometimes disparate views.

The work is politically sensitive and involves building coalitions among other ministries/jurisdictions, and considering the perspectives of a range of stakeholder. As such, there are few precedents to follow.

Mitigation: The position depends critically on the ability to observe mandates, interpret political direction, judge correctly and work cooperatively while maintaining the ministry's and Government of Alberta's objectives and goals. Strategic and critical thinking, along with strong judgement skills and political acumen are essential to this position.

The Director is required to work alongside various different stakeholders and ensure efficiency and effectiveness.

Mitigation: This position must continuously redefine roles and responsibilities within the GoA to ensure that there are no duplication of efforts. Must establish roles and responsibilities of staff to enable an effective use of resources.

The Director often operates under accelerated or compressed timelines with significant influence by external stakeholders.

Mitigation: Develop strong strategic thinking skills to be able to look at problems from a higher level and provide solutions and guidance accordingly. Maintain flexibility in daily tasks to enable adaptability to achieve tasks that arise with little notice. Set expectations with stakeholders in advance and build capacity within the team to assist with activities.

Types of guidance available for problem solving:

There is often little guidance available for problem solving. Issues that arise are often new and without precedent. Quick thinking, judgement 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 Executive Director and Assistant Deputy Minister are available to provide strategic guidance and advice on proposed options developed by the Director.

Direct or indirect impacts of decisions:

The Director regularly provides key 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.

By interacting with senior executives with companies, the Director plays a critical role in communicating Alberta's positions and advancing the province's strategic economic interests, considering complex and rapidly evolving issues of provincial, national and international importance. The strategic directions that are collaboratively developed and shared by the Director have significant impact on the overall industry growth and investment competitiveness accountabilities of the government.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director/Assistant Deputy Minister: To provide key intelligence, strategic options and proposed plans; to develop strategies to respond to emerging issues and opportunities.

Industry Relations Unit staff: To provide leadership to the unit, including to guide development of plans, resolve complex issues and ensure collaboration.

Economic development organizations, industry associations and large Alberta-based businesses: To gather industry intelligence to inform ministry strategies and initiatives, represent ministry positions and identify areas to support strategic industry growth opportunities.

Investment concierge clients: To lead ongoing engagement with investors considering large scale investments in Alberta, with a focus on identifying and addressing barriers to Final Investment Decision.

Economic Strategy and Investment Division staff: To support progress toward achieving division goals and objectives on various projects and initiatives; to lead development of initiatives and tools to gather industry intelligence to inform policies, strategies and initiatives.

Other Government of Alberta ministries: To address investment concierge client barriers, provide advice/input/updates; represent ministry priorities; lead and support cross-ministry industry initiatives; develop options to address barriers for high impact investment concierge clients.

Required Education, Experience and Technical Competencies

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

If other, specify:

Disciplines such as business, economics, public administration, economic development or political science.

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 Executive Director and Assistant Deputy Minister and provide strategic advice on a range of industry issues to cross-ministry partners and external stakeholders.

The position requires experience developing and executing complex stakeholder engagement strategies and developing strategic responses to emerging stakeholder issues.

Strong ability to establish and maintain effective stakeholder networks and relationships with industry leadership.

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

The position requires sound knowledge of project management approaches and experience leading a variety of project teams and high volume of complex work and initiatives to successful achievement of objectives.

Supervisory experience is required.

Experience building teams 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.

The position requires a strong working knowledge of economic development principles, tools and practices, specifically those related to best practices in economic strategy and an understanding of how the national context impacts Alberta's economy.

A strong understanding of factors impacting Alberta's industries (e.g. manufacturing, logistics, construction).

Strong written and oral communication skills.

Extensive experience in complex stakeholder environments is required.

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	☐	☐	☐	☒	☐	Integrates broader context into planning: • 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	This position is critical in ensuring alignment between the Ministry's investment competitiveness and industry growth mandate. The Director is expected to see the broad picture of the Government's economic development agenda and how it impacts Alberta's industries.
Creative Problem Solving	☐	☐	☐	☒	☐	Works in open teams to share ideas and process	This position is required to manage stakeholder

		issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	expectations as the team is not the sole owner of any policies or programs. Must think creatively to support stakeholders in path finding the right information and programming to meet their needs.
Develop Networks	○ ○ ○ ● ○	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 is responsible for establishing relationships with various stakeholders and lead development of stakeholder engagement plan and strategies. Must think pro-actively on behalf of stakeholders and build strategic relationships. The position must navigate conflicting perspectives.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: • 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 roles, and integrates change in existing work • Readily adapts plans and practices	Position often works in the grey and situations and obstacles encountered are often nebulous without a clear path to resolution. Direction can change quickly, so need to adeptly adapt and repurpose. Changing direction can have significant impacts on the Government of Alberta's reputation, so this position needs to understand how to explain changing direction to industry leaders. This position needs to help lead others through various and numerous changes in direction.
Drive for Results	○ ○ ○ ● ○	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes	The Director must lead a variety of regular and ad-hoc initiatives to provide smart, strategic and timely advice and solutions for rapidly evolving and varied issues.

		• Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	
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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