

New

Ministry

Executive Council

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Washington Office

Requested Class

Senior Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

International Relations, Alberta Washington Office

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Managing Director, AWO

Executive Manager 2

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position is accountable for advancing Alberta's economic, policy and trade interests in the United States, and specifically in the Washington D.C. region. To be effective, this position must build and deepen a strategic network of key contacts in its region and facilitate engagement and a flow of timely information to effectively advance Alberta's interests. This will ensure that Alberta's story is well understood in the United States, and North American integration is advanced. This position also supports an overall effective running of the U.S. offices, working with the Senior Representative and the Managing Director to ensure the U.S. offices team is prepared and maximizing every opportunity.

Responsibilities

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

Promote Alberta's interests by building relationships with policy-makers and business leaders in the Washington D.C. area, and government officials and businesses in Alberta, to promote trade opportunities and attract investment to Alberta. Use this network to facilitate economic business interests, understand market intelligence, and promote Alberta's story.

Contribute to a comprehensive view of Alberta's interests in the US by providing the Alberta Washington Office with a perspective on the unique issues in the region and provide politically sensitive advice on appropriate strategies that mitigate risks and maximize benefits for Alberta.

Support other Government of Alberta ministries in advancing their priorities and objectives in the Washington D.C. region by providing advisory and consulting expertise on political and economic developments in the US, and providing access to key stakeholders or facilitating connections where none exist.

In coordination with International Relations staff in Edmonton, connect with state governments on the east coast, state organization networks, strategic alliances and partnerships, to facilitate progress on shared interests and identify key priority opportunities for the Alberta government.

Prioritize messaging on North American energy security through all existing and nascent networks to collaboratively manage threats to our markets from overseas.

Provide leadership and direction to the other U.S. offices, professional staff and administrative support to ensure effective delivery of the AIO program in the U.S., including the hiring and management of locally engaged staff (LES), providing insights and awareness of Alberta to the team members, leading and managing the strategic and operational planning for the offices, and conducting performance reviews and learning account and training needs of LES.

Problem Solving

Typical problems solved:

Reporting to the Managing Director of the Washington Office, the position is responsible and accountable for ensuring the Alberta government and economy is well represented in the Washington D.C. region, and for ensuring high quality and timely information and resources are available to both government and non-government stakeholders when engaging in the region.

The need for support will vary greatly and requests for information and connection are received from all levels both within and external to the ministries.

The position is responsible for the day to day operation of the Alberta Washington Office and ensures all connection with the Office is conducted in a professional, customer service oriented and competent manner.

The position assists with coordination of the office network, executing collaborative initiatives at the direction of the Senior Representative and the Managing Director.

Operations and administrative responsibilities will be guided by both provincial and federal regulations and legislations. This position collaborates with the MD, Alberta Washington Office, to create and implement staff development and initiatives, recruitment and retention strategies, and succession planning.

Types of guidance available for problem solving:

The position will work closely with the Alberta Washington Office staff, other government officials, and industry connections in Alberta to ensure the effectiveness of the Alberta Washington Office.

Direct or indirect impacts of decisions:

The position is responsible and accountable for day to day interactions with the Office and making progress on a broader strategy that will ensure the Office is a hub for Alberta across the U.S.

Key Relationships

Major stakeholders and purpose of interactions:

This position will connect regularly with the Alberta U.S. offices' staff, Alberta companies, Washington D.C. business leaders, other department officials in Alberta, and Canadian Embassy and Consulate staff. The position will connect regularly with policy and advocacy organizations in the Washington D.C. region. The position will have occasional contact with elected officials.

Internal (Daily/Weekly/Monthly)

Deputy Minister, Assistant Deputy Minister, and their offices;

Managing Director, Alberta Washington Office;

Directors of the other U.S. offices;

International Relations division staff;

AIO Locally Engaged Staff;

Directors and Division Staff of other departments (i.e. Jobs, Economy and Trade, Energy and Minerals, Agriculture and Irrigation, Treasury Board and Finance, Environment and Protected Areas, Education, Advanced Education) including occasionally the Minister, Deputy Minister, and their offices;

Elected Officials;

Premier and Premier's office; and

Ministers and their offices.

As required, the Director supports incoming Premier and ministerial visits to the market. The Director collaborates with other departments to advance the interests of Alberta, and develop and support integrated service delivery using the shared ideas from diverse levels of government, vested interest groups, and key stakeholders.

The Director liaises with the Managing Director and Alberta U.S. office Directors to implement the department's initiatives and priorities in the region. The Director also works with department staff to facilitate incoming and outgoing missions, networking events, trades shows, and other business introduction events.

External (DAILY)

Foreign and Alberta based business representatives, industry organizations, councils, companies, and associations associated with targeted industry sectors

Elected / senior government officials in market

Canadian ambassadors / diplomats / foreign affairs officials

Representatives of federal government departments and peers in other jurisdictions

Alberta MLAs

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The ideal candidate will have extensive experience in a job that relies heavily on networking, experience working independently to drive outcomes, and experience in policy advocacy. Knowledge of Washington D.C., energy or agriculture industries, or Alberta's priorities in the U.S. is considered an asset.

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		

Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <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 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <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 	

Benchmarks

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

M42Z1-55

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