

Update

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Research and Policy Analyst

Current Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

EDBS, Reg&NorthernEconDev, RegEconDevPolicy

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

As part of the Regional & Northern Economic Development Branch, the Regional Economic Development Policy Unit is responsible for developing policies, strategies, and initiatives focused on supporting and growing Alberta's economic regions.

This position provides research and policy analysis to inform decision-making by senior leadership and affected stakeholders on policy options related to strategic economic issues and opportunities. This work is critical to inform Jobs, Economy, Trade and Immigration (JETI) on regional economic development issues, collaboration best practices, related risk factors, economic development opportunities, and ultimately informs strategic decision-making and program/policy development.

The incumbent will be required to lead and support various research projects with competing priorities. The incumbent supports and influences policy development with a wide audience including GoA departments, elected officials, industry, and stakeholders. The role will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis; provide strategic and policy advice related to strategic economic development, and more broadly to identify opportunities to stimulate economic growth.

Working closely with team members including the Managers and Directors in the branch, this position is responsible for contributing to Department processes and ensuring an effective flow and exchange of information and advice among affected stakeholders on a cross section of economic development policy issues. This requires extensive problem solving, systems thinking, decision-making, relationship development and business communication skills. The incumbent may represent the department in interdepartmental work teams and cross ministry teams.

Critical to this role is a broad knowledge and understanding of current and emerging economic and public policy issues and their sensitivities, and the ability to conceive innovative solutions that balance competing perspectives and interests of public and private stakeholders. The incumbent's leadership in this context will help achieve the business plan goals and fostering solutions to support regional economic development and program development in Alberta.

Responsibilities

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

1. Research, policy and analysis-related information is developed and disseminated to Ministry representatives and senior management to ensure understanding of economic policy issues and challenges to support informed planning and decision-making.

- Researches, analyzes, and evaluates data and information pertaining to economic development issues from diverse sources including legislation and policy documents, statistical reports, and regional development plans.
- Drafts briefing notes and correspondence responding to broad policy and other related issues.
- Provides ministry representatives with information related to emerging trends and issues with the potential to impact economic policy, and ensures managers are informed of activities in other divisions, ministries, and orders of government that may affect ministry policies and responsibilities.

2. Jurisdictional and environmental scanning, and research services are performed to inform and support the development of economic policy and programs that serve to increase Alberta's economic growth.

- Identifies significant economic development policies and advancements at provincial, national, and international levels with potential to inform Alberta's priorities.
- Participates in identification of emerging issues and opportunities based on analysis of quantitative data and qualitative industry intelligence from a variety of internal and external sources and formats.
- Analyzes issues and leading practices to develop policy options, recommendations, and risk mitigation strategies.
- Supports projects from beginning to end involving extensive detailed policy, cross-jurisdictional comparison and analysis, and economic analysis.
- Researches, critically reviews, and synthesizes new and existing literature on economic development issues and economic trends obtained from a variety of sources (i.e. academic journals, administrative publication, government studies, books, newspapers, etc.).

3. Provides advice and recommendations on a range of economic topics and issues including those related to existing business supports and projects within the scope of the division's priorities.

- Collaborates with JEI staff to ensure coordination and integration of activities and promotes collaboration within the ministry and regional stakeholders.
- Supports the unit in cross-ministry committees, teams, and working groups, providing regional development perspectives and expertise to ensure thoroughness and consistency in policy and program development.
- Collaboratively develop and monitor performance measures for targeted activities and projects.

4. The Manager, Director and Executive Director are supported in achieving the mandate and goals of the Branch/Unit.

- Provides the necessary analysis for information requests, action requests, and briefings, and respond to requests for information and analysis originating from within government or from the public.
- Supports the development of briefings and other documents for Executive Team, Minister, Deputy Minister, or Cabinet Committees as an essential support for strategic decision-making on strategies, policies, and programs, and in response to news reports and release of major research studies.
- Analyzes and synthesizes qualitative and quantitative information from multiple authoritative sources, and prepares relevant reports that demonstrate results, trends, patterns, and policy analysis.
- Provides input and recommendations relating to issues, opportunities, and challenges associated with economic development policies, programs, and functions.
- Actively contributes to the development of and reporting on unit and branch level business plans.
- Conduct other divisional, cross-ministry, or special assignments as requested by the Manager.

Problem Solving

Typical problems solved:

The problems and issues dealt with in the unit are often complex and require a high level of creativity and independence to conduct research to define issues, identify implications and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of the Alberta's economy and its strategic priorities when providing information, analysis, and planning advice.

The incumbent will be required to perform jurisdictional and environmental scans, and conduct research and analysis to support the provision of strategic and policy advice related to Alberta's economic development. The position researches, analyzes and evaluates data and information from a broad selection of resources to assist with determining the appropriateness of (proposed) policies, programs, and projects that seek to increase economic development and job creation in Alberta, and ascertain the likelihood of their success. The information and analysis provided must be substantiated, comprehensive and reliable. The incumbent must maintain an awareness of relevant trends, issues and best practices across Canada and around the world to effectively analyze diverse economic and investment policy issues.

Precedents do not always exist requiring the incumbent to research, problem solve, and use effective consultation skills and sound judgment to generate recommendations within tight timelines and an often fast-paced environment. Organization and time management skills are critical to the incumbent's success in this position. Guidance is mainly provided by the manager, director, inputs from relevant stakeholders, and direction from the Executive Director.

Types of guidance available for problem solving:

The Manager provides significant direction and guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated; however, the incumbent is expected to function with a strong degree of independence. Guidance is also available from existing GoA or ministry policies, processes and standards, and from consultation with other unit/branch staff, including the Director.

Direct or indirect impacts of decisions:

Findings from research and analysis are foundational in assessing the direction, design, implementation and effectiveness of policies and strategies. Research and evaluation findings have the potential to directly inform policy options and recommendations and program development related to successful economic development in the province. This position collaborates with staff throughout the Ministry and cross-ministry as needed when identifying information requirements; clarifying goals and expected outcomes; planning and managing

components of research and/or policy projects; and developing input and recommendations for the consideration of senior decision-makers.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and Assistant Deputy Minister periodically (as required) provide direct input on economic development policies and concepts.

Director (weekly) to provide policy presentations and recommendations; provide background information to support and inform the Director's participation in various initiatives.

Manager (daily) to provide updates and raise awareness on emerging issues; receive direction; participate in team planning and reporting.

Fellow unit and branch staff (daily) to collaborate and inform branch initiatives; share information.

Subject matter experts across divisions and departments (as required) to collaborate on specific policy projects; provide technical guidance or advice; communicate regarding analyses and research results and broad economic development matters and risks.

Cross ministry initiatives / teams (as required) to participate on projects and initiatives; present ministry inputs and collaborate on cross ministry/division projects.

Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information and collaborate on initiatives.

Required Education, Experience and Technical Competencies

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

If other, specify:

University degree in related areas such as Business, Economics, Public Policy, or Social Sciences.

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

- Strong research, planning and execution skills.
- Quantitative and qualitative analysis skills. Ability to apply research methods and analysis tools to identify issues, gaps and opportunities to address the issues.
- Time management skills. Ability to manage multiple requests/competing priorities and meet tight timelines.
- Strong communication skills, both written and verbal. Effectively helps and follows through on inquiries, requests, and concerns from colleagues, clients and stakeholders. Experience writing reports and/or briefing notes is considered an asset.
- Ability to function well in a team-based environment that demands a high level of interpersonal skills.
- Ability to foster good stakeholder relations with internal and external stakeholders; able to request and evaluate information, collaborate with staff in the department and partner ministries, and problem solve/seek guidance when information is not supplied.
- Ability to support efforts among diverse teams in developing strategies, analyses or policy and program development.
- Experience preparing and providing options analysis, reports, briefings and presentations would be 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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	Position is expected to conduct research projects that support economic policy priorities, which are multi-faceted and may not have precedents, so the incumbent must be able to problem solve/seek guidance when information is not supplied.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	In addition to discrete projects that will need to be completed within a timely manner, the incumbent will be expected to proactively conduct research and environmental scanning to build awareness of industry trends and issues at the provincial, national and international level.
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	This position works in a unit where direction can change quickly, so the incumbent needs to be able to adjust work focus and workload to adapt.
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maintains collegial internal relationships and understands external network: <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for 	The unit is relatively new; the incumbent needs to assist the unit with developing collaborative networks and relationships in order to effectively carry out research activities that shape policy and program development.

		others <ul style="list-style-type: none">• Helps and follows through• Keeps key stakeholders informed; is professional and respectful	
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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.

N/A

Employee

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