

## New

Ministry

Jobs, Economy and Trade

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Economist

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 position is necessary and critical to department processes as it provides economic information and complex economic analysis and modelling to inform decision-making by the Executive Team and affected stakeholders on a cross section of public policy options. The Senior Economist leads in the planning and completion of complex economic analysis and modelling projects that entail current state analysis, economic impact analysis, financial analysis, competitiveness analysis, environmental scanning, and econometric modelling. These analyses are critical in informing JET on the economy, investment climate, related risk factors, and economic development opportunities and ultimately inform strategic decision-making and program/policy development.

#### Responsibilities

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

1. Lead the development of current-state economic analysis that provides the necessary baseline economic and financial information in support of strategic decision-making and program and policy development

Activities:

- Engage with stakeholders within JEI and other ministries to determine data and current-state analysis required to inform strategic decision-making
- Coordinate the collection and compilation of needed statistical/economic data, industry data and competitiveness measures needed to assess the current state of identified sectors/industries.

- Conduct analysis and identify opportunities in these sectors/industries based on the current state analysis
- Provide support and advice to stakeholders in the interpretation of the studies/current state analysis

2. Lead the completion of economic impact analyses, economic modelling, cash flow/financial and business case modelling that inform strategic-decision making and policy recommendations

Activities:

- Engage with stakeholders within JEI and other ministries to determine the appropriate methodology to deliver the required analysis
- Develop the appropriate model/analytical framework to facilitate the required economic/modelling analysis
- Confirm assumptions with stakeholders to ensure that the analysis from the models are reasonable and has appropriate buy-in from the stakeholders
- Document the analysis by providing an analytical report that contains the results as well as the methodology
- Provide support and advice to the stakeholders in the interpretation of the results and/or subsequent iterations of the models

3. Provide the necessary analysis for information requests, action requests and briefings

Activities:

- Respond to requests for economic/industry information and analysis originating from within government, from the media or from the public.
- Provide direct briefings to the Minister, Deputy Minister or Cabinet Committees as an essential support for strategic decision making on strategies, policies and programs
- Analyze and synthesize qualitative and quantitative economic data from multiple authoritative sources, and prepare relevant reports for technical and non-technical audiences that demonstrate results, trends, patterns, support economic forecasts, and policy analysis

4. Provide expert advice and assistance on the use and interpretation of economic/industry data various financial, industry and economic databases, economic models, statistical methods, and analytical approaches

Activities:

- Provide advice/support on the use of data and models to stakeholders in ad hoc information requests
- Lead projects that create critical information or novel economic analysis to complex economic development issues in support of economic development initiatives
- Maintain current knowledge of related academic literature
- Maintain familiarity with trends, programs, policies, and economic tools in other relevant jurisdictions, industries and/or sectors

## Problem Solving

Typical problems solved:

The Senior Economist is primarily responsible for providing critical analytical and modelling expertise to support strategy-decision making and program/policy development. The role complexity and diversity not only includes leading economic analysis and modelling but also includes analytical support of relevant issues such as competitiveness, trade and investment attraction analysis. In addition, the Senior Economist is expected to assist experts in other ministries in designing innovative, complex economic models.

Types of guidance available for problem solving:

The Senior Economist works with considerable independence in dealing with highly technical, innovative, leading edge and complex work, with numerous ambiguities (e.g., economic modelling, development of scenarios, strategy development). Considerable expert judgment is required. Guidance is mainly provided by the manager, director, inputs from the relevant stakeholders and direction from the Executive Director.

Direct or indirect impacts of decisions:

The job impacts a diverse range of internal and external client groups including:

- branches and divisions within JET,
- other ministries within the Alberta government,

- other levels of government, and
- external stakeholders within the province.

## Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and Assistant Deputy Minister periodically (as required) to provide technical support and explain economic impact briefings

- Director, Economic Modelling and Analysis (daily) to provide policy presentations and recommendations; provide background information to support and inform the Director's participation in various initiatives
- Manager, Economic Analysis (daily) to provide updates and raise awareness to 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 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 in projects; lead/coordinate specific consultations; present ministry inputs; chair committee related to Competitiveness Report and/or Regulatory Benchmark Report
- Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information; collaborate on initiatives; represent and influence others
- Federal government departments (as required) to seek leading practice; access existing tools and products and project inputs, data etc
- Community Stakeholders (as required) to engage research, industry and business stakeholders to inform policy and/or strategy projects and industry stakeholders
- Policy organizations, research organizations (as required) to contact to access data as needed for projects; seek leading practices information
- Consultants (as required) to supervise their engagement on specific projects; collaborate on projects

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Economics	Other	

If other, specify:

Statistics, Econometrics or closely related field

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

## 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term	In leading economic analysis and modelling projects, the Senior Economist is expected to have a broader perspective, not only in looking at economic linkages in the sector of

		<p>outcomes, focus on goals and values</p> <ul style="list-style-type: none"> <li>• Identifies unintended consequences</li> </ul>	<p>focus but also of the long-term developments impacting the sector.</p>
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"> <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>As the lead in economic analysis and modelling projects, the Senior Economist is expected to achieve goals by planning the approach, executing the plan, and collaborating with the relevant stakeholders.</p>
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"> <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 Senior Economist leads projects by first seeking inputs from the relevant stakeholders to ensure understanding of the required analysis and continuing to communicate with them until the completion of the project.</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>When faced with challenging projects, the Senior Economist is expected to explore alternative approaches and develop innovative approaches to deliver the requested analysis</p>

### Benchmarks

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

024PS20 - Senior Economist, Office of Statistics and Information, Treasury Board and Finance

## 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

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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DM Name

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