

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

5

Requested Class

Job Ecs

Supervisory Level

[Operations/Program](#)
[00 - No Supervision](#)

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

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Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

[EDBS Division, Regional & Northern Ec Dev Branch](#)

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The domestic economic development function within the Regional Economic Development Services unit of the Regional and Northern Economic Development branch provides a suite of services at the local and regional level across Alberta. The unit plays a leadership role in fostering collaboration and networks while gathering intelligence across multiple economic sectors and regions, furthering local and regional efforts to economic development opportunities (e.g. agriculture and agri-food, forestry, energy renewable energy, Indigenous economic development, visitor economy, etc.).

The Regional Economic Development Specialist position reports to a Manager who reports to the Director, Regional Economic Development Services Unit. The Regional Economic Development Specialist provides program knowledge and expertise as well as some technical expertise to support the development and growth of regional economic activity. The intent of the function is to assist stakeholders in capturing and benefiting from economic development opportunities. Coordination and leadership are provided to engage regional organizations and stakeholders, to align common elements of their vision to that of the province.

Collectively, Regional Economic Development Specialists also synthesize a provincial view of community and regional economic development achievements, opportunities and challenges to inform policies, strategies, decisions and directions taken by department leaders.

Responsibilities

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

1. Enhance capacity for economic development at the regional and community level

- Provide coaching and advice on economic development issues and opportunities to stakeholders in order to enhance their capacity to undertake economic development at the local and regional level.
- Provide expertise on, and referrals to, relevant programming provided by provincial and federal governments to ensure effective and efficient information flow for applicants to successfully access eligible supports.
- Support communities to assess their investment priorities and readiness, identify their competitive and comparative advantages, and collaborate and coordinate to develop attraction strategies, investment lead generation and response networks including supporting the region's municipalities with investment inquiries.
- Provide advice to economic development stakeholders to strategically align with regional and provincial plans to facilitate the development of local economic development plans access to government programs, address challenges, and attract new business and labour to the region.
- The Regional Economic Development Specialists collect, curate and report on region economic data to enhance JETI's policy, strategy, and program development

2. Build strong working networks amongst regional stakeholders and facilitate their ongoing development

- Facilitate information exchange to inform policy and strategy development for JETI and other departments in the GoA and proactively identify emerging issues, trends, and opportunities for policy consideration.
- Driven by JETI and GoA priorities, foster networks at local and regional levels, facilitate formal and informal partnerships to address common priorities.
- Develop networks and support partnerships with municipal and other stakeholders to identify and implement innovative solutions for providing information and advisory services on economic development best practices such as business retention and expansion, local investment readiness and sector-specific opportunities for investment and growth.
- Promote and facilitate information sharing by municipalities, regional stakeholders, and relevant federal and provincial government departments, to address economic development best practice sharing, funding opportunities and opportunities for collaboration (e.g. delivery of economic development roundtable meetings).
- Coordinate professional development and information sharing between economic development organizations and stakeholders through leading or supporting the development of conferences, meetings, learning events, or electronic linkages.

3. Inform JETI and GoA policy and strategy development through timely and consistent provision of stakeholder perspectives and experiences.

- Consistent and effective gathering and reporting of stakeholder challenges and opportunities to other functions in the department and across relevant ministries.
- Provide analysis of issues and opportunities that contribute to a better understanding of economic development, investment attraction, business retention and expansion, export potential, visitor economy, agriculture, forestry, energy and emerging industries at the community and regional level.
- Provide capacity to enable strategic stakeholder engagement initiatives such as consultation on proposed policies.

4. Maintain awareness and understanding of local opportunities and issues that impact regional economic development

- Maintain linkages and strong working relationships with economic development leaders (both local and regional in focus), Indigenous communities and chambers of commerce and other economic development focused associations in the region.
- Participate in events including local/regional conferences and regional and local economic development meetings.

Problem Solving

Typical problems solved:

As a frontline representative of JETI for the region, this position routinely fields inquiries from regional economic development stakeholders that involve interpreting legislation and pathfinding answers from the appropriate department. These inquiries may also require the position to provide the stakeholder with insights, advice, and best practices. Given the nature of the inquiry or issue, the position may need to facilitate collaborative conversations between stakeholders and/or other provincial/municipal departments.

Types of guidance available for problem solving:

This position will rely on existing government programs criteria/guidelines to help stakeholders grow their economy in their respective municipalities and regions. Reliance on economic development fundamentals and best practices guide the advice that this position will provide to stakeholders.

Direct or indirect impacts of decisions:

The work of this position has an impact on the successful economic development of the assigned geographic service area and province more broadly. This position plays a leadership role in fostering collaboration and networks across multiple regional stakeholders and linking regional efforts to related government development supports and opportunities. This position provides expert advice, and relevant leading practice information to economic development and business organizations to foster economic growth and to increase regional economic development. This includes acting as an advocate as needed for local communities or businesses, coaching, and mentoring clients. This work draws on a sound understanding of regional issues, stakeholder needs and capabilities, available programs and supports, and economic development approaches. Strong analytical, coordination, and strategic thinking skills are applied to leverage knowledge of these factors into relevant opportunities for sustainable economic development.

Key Relationships

Major stakeholders and purpose of interactions:

Internal JETI- Information and intelligence sharing (daily)
Internal GoA and Agencies - Information and intelligence sharing (as required)
External - Regional economic development organizations
Provide advice, intelligence and coaching from a province perspective on economic development trends, projects, priorities (weekly)
External - Economic Development Officers and other municipal leaders - provide advice, intelligence and coaching from a province perspective on economic development trends, projects, priorities (weekly)
External - Indigenous, Community Leaders - Information, intelligence sharing and connector services (as required)

Required Education, Experience and Technical Competencies

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

If other, specify:

A valid class 5 diver's license to travel to attend community meetings and stakeholder visits.

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

This position requires a university degree in a related discipline (such as Commerce, Economics, Economic Development, Public Policy, Community or Rural Development), supplemented by a minimum of 5 years related experience, preferably in economic development, small business or entrepreneurship support, or an equivalent combination of education and experience. Combined years of experience and individuals with certificates/diplomas may also be considered.

Well-developed interpersonal stakeholder engagement and facilitation skills.

Extensive knowledge of economic development processes and practices.

Extensive knowledge of public and not-profit sector programs applicable to economic development and

how they apply and can benefit the region.

Detailed knowledge of Alberta's economic base and key issues that face Alberta's local and regional economies and business communities.

Well-developed research, analytical, and problem solving skills to interpret key economic and regional business indicators, and to develop appropriate responses and processes to maximize economic and business growth.

Knowledge of provincial and federal legislation, policies, and programs/supports related to economic and business development.

Knowledge of land use planning and development principles and research.

Strong writing, verbal and communication skills.

Knowledge of best practices in fostering multi-stakeholder cooperation and relationship building in economic development with a variety of stakeholders who can have competing or non-aligned interests

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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and 	

		takes action in uncertain situations and creates a backup plan	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	

Benchmarks

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