

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details**Position**

Position Name (200 character maximum)

Manager, Regional Strategic Coordination

Current Class

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

EDBS/Stakeholder.Relations.Regional.Supports/REDS

 Current organizational chart attached?

Supervisor's Position ID

(Supervisor's Position Name 30 characters)

Director.Reg.Econ.Dev.Services

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

2026-04-07

Responsibilities Added:

1. Providing project management leadership, oversight, coordination and analysis-related projects and key Ministry priority deliverables, such as strategies and reports:
 - Support the development and monitoring of impact measures for REDS regional services.
2. Leads the implementation and coordination of stakeholder monitoring and reporting across JETI.
 - Leads the implementation of JAMBO, the stakeholder relationship management platform (i.e., SRM/CRM tool), to improve data management and reporting capabilities for JETI.
 - Coordinates with the SRM/CRM tool service provider and teams across JETI to tailor SRM/CRM tool so it better supports staff responsible for building and maintaining trusting relationships with key regional stakeholders.
 - Implements the Regional Economic Development Supports units' ongoing stakeholder relationship efforts

by leading the capture and maintenance of insights from key stakeholders, developing regular reporting, and helping identify regional challenges and opportunities in a timely way to further inform policy and program development.

- Complements the Regional Economic Development Supports units' ongoing stakeholder relationship efforts by leading the capture and maintenance of insights from key stakeholders, developing regular reporting, and helping identify regional challenges and opportunities in a timely way to further inform policy and program development.

3. Builds collaborative relationships in cross-ministry committees, teams and working groups. Leads cross-ministry advocacy and coordination to provide a systems approach to the development and implementation of economic development initiatives to facilitate knowledge exchange, strengthen collaboration, and reduce duplication or overlap in government efforts.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration supports economic development, promotes trade and investment, attracts skilled workers and promotes safe, fair and healthy workplaces. The Ministry of Jobs, Economy, Trade and Immigration enhances Alberta's competitive advantage by creating the conditions to help more Albertans prosper by supporting economic development, building a skilled workforce, attracting and enabling investment, removing barriers to enable increased trade, promoting safe, fair and healthy workplaces, and fostering inclusive, multicultural communities.

The Economic Development and Business Supports Division is focused on driving and operationalizing the department's economic development agenda through policies, strategies, programs and services that help to create jobs and diversify Alberta's economy. We do this by providing strategic intelligence and analysis, developing policy, engaging with stakeholders, and delivering programs and supports focused on quality and excellence in client service and stakeholder relations.

The Stakeholder Relations and Regional Supports (SRRS) Branch is focused on ensuring relationships and formal partnerships with economic development organizations, communities and regions are fostered to support economic development. As part of the Stakeholder Relations and Regional Supports Branch (SRRS), the Regional Economic Development Services (REDS) Unit is responsible for enhancing regional economic development capacity, plays a leadership role in fostering collaboration and networks while providing economic analysis and gathering intelligence and experience across multiple economic sectors, regions, furthering community and regional efforts to economic development opportunities. Reporting to the Director of Regional Economic Development Services, this position is responsible for providing leadership in analyzing regional economic performance and in gathering and maintaining economic development insights from key stakeholders to understand challenges and opportunities across Alberta's regions, helping to inform policy and program development that supports economic growth in the provinces regions. This work is critical to inform Jobs, Economy, Trade and Immigration (JETI) regional economic development issues, collaboration best practices, related risk factors, economic development opportunities, and ultimately informs strategic decision-making and program/policy development.

The Manager will guide cross-ministry collaboration and advocacy to provide a regional economic development lens to GoA programming. The manager will participate in committees and working groups (i.e., Protocol Tables, Land-Use Planning, Ministers of Rural Economic Development FPT table). The Manager will be required to lead and support the development of a regional economic development approach that focuses on promoting regional collaboration, increasing regional competitiveness and enhances economic development capacity. The Manager will also lead the production of monitoring regions reports identifying Alberta's regions strengths, sectors/ industries, opportunities and challenges, and supporting regional cluster ecosystems and economic performance. The Manager will lead and support

research on topics that affect regional, rural, and northern economic development by identifying opportunities and challenges. The Manager will lead the development of internal SRRS communication approach, including any new systems, to inform policy and share regional intelligence. This position assures strategic advice to the Executive Director, ADM, DM, and Minister in a timely and accurate way. This position is critical to the success of the department as it champions the needs, processes and products to achieve integrated regional economic development intelligence sharing.

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. 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.

The Manager is responsible for providing guidance, leadership and strategic direction to a team of professional staff, delivering evidence-based policy research, analysis, and recommendation to support and inform regional economic development. This position provides senior-level policy advice and recommendations to executive leadership focused on key initiatives that support regional economic development and inform economic development strategies and program development.

This position builds collaborative relationships and partnerships with numerous cross ministry and government teams at various levels of the organization.

Responsibilities

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

1. Providing project management leadership, oversight, coordination and analysis-related projects and key Ministry priority deliverables, such as strategies and reports:

- Responsible for developing and implementing project plans for regional economic development deliverables such as strategies, reports, discussion papers, etc., including terms of reference, project charters, and reporting guidelines.
- Support the development and monitoring of impact measures for REDS regional services.[CS1]
- Leads and directs a group of professional staff and coordinates issues management activities by delegating responsibility to project teams. Leads, coaches and mentors others to measure and achieve business plan goals and link service and program activities within and across departments to develop processes and optimize services.
- Utilizes system thinking skills to examine and evaluate if policy actions being considered are adaptive, flexible and versatile in an increasingly complex provincial, global and fast-changing world to achieve integrated and inter-related environment across the Government of Alberta.

2. Leads the production of regional economic analysis and reporting, and supports research, jurisdictional and environmental scanning, economic development strategies and program analysis, issue and opportunity identification, and evaluation:

- Leads the production of monitoring regions reports identifying Alberta's regional strengths, sectors/ industries, opportunities and challenges, and supporting regional cluster ecosystems and economic performance.
- Leads the development of senior level briefings, advice and recommendations to executive management and the Minister on strategic regional economic development issues (including emerging, progressive or long-standing items).
- Identifies economic development constraints related to the growth, development, and diversification of regional and northern Alberta.
- Monitors and reports on region-specific emergent needs (e.g., regional impact of wildfires).
- Leads and supports research, analysis and evaluation of data and information pertaining to Minister's strategic priorities from diverse sources including legislation and policy documents, statistical reports, environmental scans, and literature reviews.
- Consults and coordinates with ministry staff, interdepartmental contacts, and external stakeholders

(where appropriate) to support the development of policy options that guide the planning and development of regional economic development policies and programs.

- Develops and coordinates effective issues briefings, correspondence and other background materials for the Executive Director, Assistant Deputy Minister, Deputy Minister responding to broad regional economic development issues (e.g., letters, briefing notes, reports, presentations) as an essential support for strategic decision-making on regional economic development strategies, policies, and programs, and in response to news reports and release of major research studies.

3. Leads the implementation and coordination of stakeholder monitoring and reporting across JETI:

- Lead the implementation of JAMBO, the stakeholder relationship management platform (i.e., SRM/CRM tool), to improve data management and reporting capabilities for JETI.

- Coordinate with the SRM/CRM tool service provider and teams across JETI to tailor SRM/CRM tool so it better supports staff responsible for building and maintaining trusting relationships with key regional stakeholders.

- Complement the Regional Economic Development Supports units' ongoing stakeholder relationship efforts by leading the capture and maintenance of insights from key stakeholders, developing regular reporting, and helping identify regional challenges and opportunities in a timely way to further inform policy and program development.

4. Builds collaborative relationships in cross-ministry committees, teams and working groups:

- Leads cross-ministry advocacy and coordination to provide a systems approach to the development and implementation of economic development initiatives to facilitate knowledge exchange, strengthen collaboration, and reduce duplication or overlap in government efforts.

- Participates in cross-ministry committees, teams, and working groups, providing regional economic development perspectives and expertise to ensure thoroughness and consistency in policy and program development, and serving as the primary connection point for specific initiatives (e.g., the Land-Use Framework (LUF), Agriculture and Irrigation's Rural Economic Development Action Plan).

- Supports JETI's participation on Indigenous Protocol Tables initiatives focused on regional economic development and economic Reconciliation and identifies spaces for JETI involvement in activities identified.

- Supports the Rural Economic Development Ministers Federal Provincial and Territorial (FPT) table.

- Represents Alberta's and JETI's interests in regional and northern economic development on relevant committees (e.g., Northern Strategy).

5. Supporting the Director and Executive Team in achieving the mandate and goals of the Unit/Branch/Division:

- Leads the team to provide the necessary analysis for information requests, action requests, and briefings, and respond to requests for information and analysis.

- 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 regional economic development policies, programs, and functions.

- Actively contributes to the development of and reporting on business plans, annual reports and other key briefing material as required.

- Leads and participates in other projects and initiatives in support of Ministry and government priorities when requested.

- Participates in branch and division strategic planning sessions.

- Conducts other divisional, cross-ministry or special assignments as requested by the Director.

6. Provides and supports leadership, mentorship, and employee development within the Unit:

- Leads the team in a strong, systems thinking approach, in particular the identification of impacts,

interconnections and/or unintended consequences across governance areas.

- Supports staff to identify innovative and effective approaches/alternatives, anticipate stakeholder reactions and manage issues and relationships effectively.
- Provides leadership, advice, guidance, and direction to staff to effectively meet the unit goals, driving towards the achievement of outcomes for the branch, division and ministry.
- Supports corporate initiatives and priorities such as employee engagement.
- Supports staff in their professional development goals by providing regular feedback and opportunities for training and stretch assignments where possible.
- Demonstrates Alberta Public Service Values of Respect, Accountability, Excellence, and Integrity; contributes to the advancement of Diversity and Inclusion in the Alberta Public Service; and fosters a positive and inclusive workplace.

Problem Solving

Typical problems solved:

The Manager must exercise judgment and interpretation in resolving a range of complex issues, where there is often no framework or parameters for managing the issue.

- The position must obtain the support and “buy-in” of other government departments to work collaboratively on projects and initiatives that are cross-jurisdictional but may not necessarily align with the mandates or policies of those departments.
- The position is responsible for complex and often highly sensitive issues management and problem solving (project management, governance, performance planning, workforce) involving other government departments with competing or conflicting priorities. Stakeholders are varied and represent all sectors (i.e., government, non-profit, industry).
- Organization and time management skills are critical to the incumbent's success in this position. The position has responsibility for complex projects that involve goal setting, leading teams, interaction with various groups and individuals, and meeting tight timelines for delivery of results.
- Broad knowledge of the entire economic development ecosystem is required. The position is required to interpret the needs and demands of competing interests and to develop solutions for often loosely-defined resource management concepts such as job creation, economic development, and diversification.

Types of guidance available for problem solving:

Position is required to independently and proactively assess current and potential issues regarding broad economic development priorities with respect to their implications for government. The Manager provides general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. The position often represents the division or ministry in projects demanding expertise in policy, and programs.

To accomplish this, the Manager must work closely with their fellow Manager(s), Director(s), Executive Director(s) and ADM to determine timelines, and then work collaboratively with other areas to ensure that timelines are met.

Direct or indirect impacts of decisions:

Situations are unstructured, variable and affect many aspects of economic development: government departments and agencies, communities, not-for-profit organizations and private sector businesses. The work of this position has an impact on successful regional economic development in the province. The position coordinates and leads economic development and diversification policy, and program assessment and development with cross-ministry teams.

This position leads the development of expert advice and relevant leading practice information on economic development to foster economic growth and to improve and promote economic development. While some projects are long-term or ongoing, more often the incumbent must respond or help to respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues. Some requests are very sensitive, and many have short turnaround times.

Problem solving requires strong relationships with senior staff from several other departments and other orders of government. Interacting with federal, provincial and territorial counterparts to exchange

information and coordinate activities, with the aim of advancing Alberta's economic development interests are also likely.

Results from the actions of this position impact the long-term opportunities for Alberta's economy and its various components as the unit is responsible for broad and ill-defined policy space. As the Manager may be asked to develop policy options and recommendations on any facet of economic development, there is a high-degree of systems knowledge and thinking required.

Key Relationships

Major stakeholders and purpose of interactions:

ADM (as required) - Advice and recommendations on regional economic development issues/opportunities and specific initiatives and regular reporting on progress of operational plans.

Executive Director/Director (Daily) - To provide comprehensive research, analysis and interpretation of options to address Unit priorities; develop presentations, briefings and papers; provide intelligence to support their work and to inform the Director's participation in various initiatives.

Unit Staff (daily) - The Manager provides leadership to their team through coaching, mentoring and directing employees to achieve results while maintaining and fostering high engagement, and assists junior staff with less experience and domain knowledge, and edits and offers constructive evaluations of the work done by others.

Rest of JETI - Promoting teamwork on regional economic development and sharing information on related issues/opportunities with others in the Department.

Other departments - Advice and insight on regional economic development issues and opportunities relating to economic growth and job creation.

External stakeholder groups and jurisdictions (i.e., other federal/provincial/territorial governments) - Collaboration and participation on economic development issues (e.g., consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions).

Economic sectors (industry, small business, non-profit) - Lead engagement with sectors as required to understand gaps, challenges and opportunities which inform actions of the department and policy generation.

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:

Political science, policy, business, economics or related degree.

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

Knowledge:

- Extensive knowledge of economic development concepts, processes and practices, and of public and not-profit sector programs applicable to economic development and how they apply and can benefit Alberta.
- Extensive experience in policy development, strategic planning and issue evaluation skills and experience.
- Understanding of the strategic directions and priorities, as well as the processes, of the Department, government and other key regional economic development stakeholders.
- In depth knowledge and understanding of government policy development processes.
- Broad understanding of the Ministry's priorities across all sectors and industries.
- Working knowledge of how the Alberta economy is structured, and the interrelationships and competitive challenges sector development and growth will have on the future of Alberta's economy.
- Working knowledge and understanding of how regulatory and policy frameworks are used to support the economic development and diversification of Alberta's economy.

- Awareness of clients and stakeholders affected by JETI's mandate, including relevant regional economic development partners, organizations, committees, advisory groups, communities, etc.

Skills:

- Problem resolution and issues management skills.
- Strong interest-based negotiation and consultation with internal and external partners and stakeholders.
- Superior experience and abilities in collaboration and consensus-seeking processes.
- Ability to advocate for Branch interests while respectfully balancing perspectives other stakeholders.
- Strong consultation and facilitation skills including the ability to develop solutions and recommendations for issues involving a variety of requirements, implications, and perspectives.
- Ability to lead efforts among diverse teams in developing strategies, analyses or policy and program development.
- Strong strategic thinking and analytical skills and appreciation of the role of strategy in government organizations.
- Strong interpersonal skills focusing on the ability to communicate effectively with officials at different orders of government, those in the private sector, as well as the general public.
- Broad experience preparing and providing options analysis, reports, briefings and presentations.
- Strong writing skills to identify issues and prepare correspondence, reports, training manuals, briefing notes, memos, and letters.
- Strong verbal communication skills to facilitate meetings and events, present information on programs and services, and negotiate contracts associated with event planning.
- Strong ability to work with, and provide advice to, other ministries, including the ability to work on a variety of cross-ministry intergovernmental initiatives.
- Capacity to provide original analysis and creative thought in the development of strategic options and policy recommendations.
- Possess superior project management knowledge and experience.
- Well-developed team-building skills.
- Well-developed organizational, prioritization and time management skills and able to meet tight timelines.
- Understanding of human resource management practices and policies.

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 	<p>This position is expected to regularly manage and coordinate multiple initiatives understanding and mitigating risks to deliver long-term goals.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p>	<p>This position is expected to manage the team's research projects and</p>

		<ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>supporting strategic initiatives efforts, which are multifaceted and may not have precedents. As the position will work on a wide variety of issues and problems, there is no "correct" approach for each policy problem that the Manager is presented with. They will need to develop issue based solutions on a case by-case basis.</p>
Agility	○ ○ ● ○ ○	<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 	<p>Aligns with creative problem solving as position often works in a gray and situations and obstacles encountered are often vague without clear path or resolution. The manager will work on a variety of strategic initiatives files spanning multiple stakeholders. Required agility to tailor the approach to the given circumstance.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> Uses variety of resources to monitor own performance standards Acknowledges even indirect responsibility Commits to what is good for Albertans even if not immediately accepted Reaches goals consistent with APS direction 	<p>This position is required to meet the needs of stakeholders and partners in a timely manner and consider potential consequences of recommendations. Must think proactively to address potential risks and mitigate accordingly. the Manager needs to independently keep on top of the work with little oversight.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input into change initiatives 	<p>The position involves formalizing a network of key economic development partners within the Government of Alberta, leading the implementation of stakeholder relations management tools, and</p>

		<ul style="list-style-type: none"> • Maintains stakeholder relationships 	<p>serving as a primary point of contact for accessing regional intelligence. Requires strong and positive working relationships with cross-ministry colleagues, partners and stakeholders in order to effectively and efficiently address issues.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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 	<p>Strong interpersonal skills and required to lead and collaboratively support strategic initiatives on behalf of the Department.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>This position will play a key role in developing skills and core competencies of the team in the advancement of key branch and organizational goals.</p>

Benchmarks

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