

New

Ministry

Energy

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Director, Bus. R el. & Impl.

Requested Class

Job Focus

Supervisory Level

Blicy

01 - Yes Supervisory

Job Code

Cost Centre

Program Code: (enter if required)

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Director is accountable for supporting the Executive Director in leading a team of professionals responsible for Business Relationships and Implementation (BRI) crucial role in developing strategic engagement with various stakeholders including energy and minerals industry, the Federal Government, and other provinces, to achieve Alberta's goal of reducing emissions and achieving net-zero status by 2050.

The Director will work alongside Alberta Energy and cross-ministry partner organizations, project proponents, to establish the conditions to enable reasonable access for mines and minerals rights holders to generate economic activity through responsible resource development. Along with the executive manager team in Energy Transition, the Director is accountable for the performance and team health of the department.

Responsibilities

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

The Director is responsible for ensuring their team contributes to the following outcomes and conducts the associated activities set out in the BRI branch plan:

- **Relationship Management:**
Support Alberta's transition to a low-carbon energy jurisdiction, by attracting investment in emerging energy technologies and opportunities.

Developing and maintaining external industry and intergovernmental relationships and partnerships.

Coordinating any agreements/programs that require Ministerial discretion and do not fit within another division.

Supporting the ET secretariat's work with industry, on negotiating tables with Pathways bilateral and trilateral table, and Ammonia Transportation Trilateral table.

Coordination and Facilitation

The BRI branch Director will provide a single point of contact or "conciierge" service and convene other EM divisions and other ministries within the government, to support commercial initiatives.

Strategic Planning and Risk Assessment

Conducting long-term environmental scanning and risk assessment to understand emerging decarbonisation technologies, manufacturing opportunities, threats, and risks.

Identifying actions to ensure Alberta's economic and carbon/environmental competitiveness in attracting investment in low-carbon energy opportunities.

Supporting Implementation of Core Initiatives:

Work with industry and relevant ministries to develop a pathway for implementing carbon-reducing technologies and liquefied natural gas export and credits to achieve carbon neutrality in Alberta's energy sector by 2050.

Assist CCUS hub operators and emitters, as the department develops the rules and regulations.

Support the ET Secretariat to further explore and promote small and micro modular reactor technologies and pave the way for their use in oil sands operations and petrochemical production.

Supporting ET Emerging Resources in the developing and improving regulatory regimes to incentivize investment in hydrogen, ammonia, helium, lithium, liquefied natural gas, small modular reactor, geothermal and mineral development in our province.

Problem Solving

Typical problems solved:

The Director is responsible for the management and function of their team, including all functions exercised by the team. Decisions, including determining recommendations for elected leadership, are required on complex issues and require problem-solving where solutions are often without precedent. Systems thinking in a fast-paced, fluid environment where the facts and analysis are usually incomplete requires demonstrated agility and ability to adapt and refine approaches as facts and analysis become known. The Director must be able to speak for the Executive Director on all matters within the Executive Director's areas of responsibility.

Types of guidance available for problem solving:

The Director must comply with statutes related to budgets, expenditures, business planning and reporting, Department of Energy programming, and all other areas of responsibility. Policies and standard operating procedures may be available for operational activities, but policy development and stakeholder relations are highly fluid and uncertain. In the latter activities, the Director will need to be able to adapt quickly and communicate clearly to team members, stakeholders, executive leadership and elected leadership, all of whom will rely on the decisions and recommendations made by or overseen by the Executive Director. Strong demonstration of all seven core competencies is required for the Director to be successful.

Direct or indirect impacts of decisions:

When exercising program and operational functions, the Director will directly impact team members and individual external stakeholders who are the subject of the decisions made or overseen by the Executive Director. Such decisions

may have impacts valuing tens to hundreds of millions of dollars for the individual stakeholder and similar magnitude for Crown revenues. In policy development functions, the Director has direct and indirect impact on entire industries within the Province of Alberta, with national implications. Policy options and decisions taken upon the recommendations on the Director have societal and multi-generational impacts on Albertans and Canadians.

Key Relationships

Major stakeholders and purpose of interactions:

The Director interacts two or more times WEEKLY with the following:

- 1) Assistant Deputy Ministers' office staff, including ADM, Other Executive Directors across E&M, Executive Assistants;
- 2) In a policy function, executive council, including the office of the Assistant Deputy Minister, Cabinet Coordination, and the Policy Coordination Office.

The Director interacts DAILY with the following:

- 1) Assistant Deputy Minister and Deputy Minister's Office;
- 2) Executive managers in the Department of Energy;
- 3) Cross-Ministry partner Executive Managers;
- 4) Senior management and management staff across government;
- 5) Federal and provincial counterparts on files of national scope;
- 6) External stakeholders and project proponents in the development of procedures and communication of decisions.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Demonstrated understanding of the oil and gas industry, decarbonization initiatives, electricity sector, mining, or public policy development is required.

Degree (preferably a related Master's degree) in environmental science, public administration, business administration, social science, or other related field plus extensive experience shaping commercial arrangements and business opportunities.

Possess both technical depth in the theoretical and applied principles for complex interdisciplinary problem solving and strategy development, along with a respected breadth of knowledge in both current and emerging policy in the energy transition space.

Project management and project coordination skills to be able to provide strategic integration, upward

communication to key decision-makers, and lateral coordination across departments, governments, and industry stakeholders.

Sound understanding of provincial, national, international issues, trends and drivers in all domains (social, economic, environmental, political) in the energy transition space.

Experience in qualitative and quantitative research and knowledge of evolving best practices.

Strategic thinking and analytical skills and in depth knowledge of best practices in strategy development in government organizations.

Sound understanding of the policies, programs and services provided by Energy, the GoA and other governments.

Detailed experience with government and political decision-making processes.

Comprehensive understanding of the significant environmental and natural resource management issues relevant to the department, GoA and the public.

Proven ability to exercise judgment in determining relevancy of information and to make decisions regarding priority.

Proven ability to communicate effectively to multiple audiences, particularly with external stakeholders and project proponents

Proven leadership and people management skills.

Proven experience in working in/with executive offices and providing leadership without positional authority.

Working knowledge in the inner working and machinery of government to move policy files through cabinet and committee.

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 type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> Uses wide range of techniques to break down problems Allows others to think creatively and voice ideas Brings the right people together to solve issues Identifies new solutions for the organization 	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <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 	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> Forecasts and proactively addresses project challenges Removes barriers to collaboration and achievement of outcomes Upholds principles and 	

		<p>confronts problems directly</p> <ul style="list-style-type: none"> • Considers complex factors and aligns solutions with broader organization mission 	
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 	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	

Benchmarks

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