

Update

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, I&D

Current 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

Changes Since Last Reviewed

Date yyyy-mm-dd

2023-02-03

Responsibilities Added:

Leading the research and design of the Alberta Petrochemicals Incentive Program (APIP)

- Leads jurisdictional scans, engagements and research to ensure that APIP continues to work effectively for Albertans while meeting Industry expectations.
- Support the administration of the program by being part of the APIP technical review committee.

Responsibilities Removed:

- Furthermore, the team is responsible for program administration of the Alberta Petrochemicals Incentive Program.
- Program administration of the Alberta Petrochemicals Incentive Program, a multi-billion dollar, 10 year incentive program and the development of petrochemical strategic policy
- This includes recommending approvals or rejection of Alberta Petrochemicals Incentive Program applications.

Job Purpose and Organizational Context

Why the job exists:

The NGSE Branch is accountable for developing the overall strategic plan for the natural gas sector and

supporting the implementation of its core initiatives. The Branch leads, or has shared accountability for the following:

- Implementation of the 2021 Alberta's Hydrogen Roadmap, 2020 Natural Gas Vision and Strategy and 2018 Natural Gas Advisory Panel report: *Roadmap to Recovery: Reviving Alberta's Natural Gas Industry*;

Technical research, analysis, advice and actions endorsed by Cabinet;

- Supporting meeting briefs, action requests, key policy and project documents, daily issues scanning and issue management support to Government, DMO, MO, and Energy Communications;
- External industry and intergovernmental natural gas relationships and partnerships;
- Natural gas regulatory intervention strategy development in support of optimizing western Canada's pipeline network to maintain and grow market access;
- Cross-cutting natural gas climate policy including Article 6, TIER and federal government climate policy;
- Long-term environmental scanning and risk-assessment to understand emerging natural gas technologies, manufacturing opportunities, threats, and risks;
- Actions to grow and diversify the natural gas sector, as well as improve the business climate for the natural gas sector; and,
- Actions to ensure Alberta participates fully in the growing global LNG market.

The Manager, Infrastructure and Downstream provides strategic, operational and people leadership to develop and implement natural gas strategic policy and petrochemical/natural gas value-add program development for the Department of Energy. The Manager brings solid technical skills and experience (economics, engineering) essential to understanding the upstream, midstream and downstream natural gas sector and creating well-founded policy advice to senior officials and decision-makers. The manager leads a team of technical and policy specialists tasked with understanding barriers to growing and sustaining the hydrocarbon processing sector in Alberta.

Responsibilities

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

The Manager provides operational leadership, sound advice, thoughtful judgement, and strategic direction over the following key accountabilities:

Provide leadership, advice and recommendations in coordinating Energy's strategic policy development as it relates to the natural gas value chain.

- Key contact for the department to support strategic positioning of the department's interests in policy development.
- Provides guidance, analysis, advice, support, and direction to department staff on strategic initiatives.
- Provides advice and recommendations to the Director and Executives.
- Facilitates change in the department's policy direction by providing a strategic focus to ensure strategies and policies are aligned with the government's strategic direction and priorities.
- Works with other departments as appropriate to ensure content and approach to policy documents is in line with and considers Alberta Energy's goals.
- Uses a systems thinking approach to provide the best advice possible to Department staff and Executive related to strategic initiatives.
- Leads the coordination with subject matter areas in the department to develop consistent advice, positions, and messaging for Alberta Energy on priority files for the department including, but not limited to natural gas, petrochemicals, plastic circular economy, liquefied natural gas and hydrogen.

Ensuring that the outcome of provincial policies and plans are consistent with the objectives of the Department and Government, as well as principles of responsible resource management and sustainable development.

- Leads the coordination with subject matter areas in the department to develop consistent advice, positions, and messaging for Alberta Energy on priority files for the department including, but not limited to, natural gas competitiveness and engagement.

Lead and coordinate natural gas infrastructure and downstream development.

- Adopts a strategic foresight and systems thinking approach to strategy development.
- Develops strategies that encompass differing views, through internal and external stakeholders, that align with the Government of Alberta's direction and the public interest.
- Issues identification and management oversight for intra-Alberta and ex-Alberta natural gas infrastructure.

Leading the Infrastructure and Downstream team, supervising analysts, managing business administration for the unit, and supporting the Natural Gas Value Add, Infrastructure and Environment Director and section.

- Supervise, coach, and mentor professional staff, ensuring employees are motivated, engaged, and supported.
- Develop and maintain a high performing work unit and a respectful workplace.
- Provide advice, guidance, and support to the Natural Gas Strategy and Engagement Director and Natural Gas Strategy and Engagement Branch.

Leading the research and policy/guideline amendments to APIP

- Leads jurisdictional scans, engagements and research to ensure that APIP continues to meet stakeholder expectations.
- Support the administration of the program by being part of the APIP technical review committee.

Problem Solving

Typical problems solved:

A significant challenge of this position is to deliver timely, strategic, and effective leadership and advice concerning the long-term vision for energy, natural gas, value-add development and implementation of actions to achieve that end. A cohesive, holistic and integrated approach is critical to ensure continued energy development and its benefits for Albertans.

Types of guidance available for problem solving:

This position requires systems thinking, critical thinking and problem solving, adaptability, leadership, and relationship building skills to support high-profile public policy development. In particular, competing interests are a major challenge to achieving desired results in this position. To earn support from market participants, consumers, and government, policy development and its implementation must find a balance between the interests of all players, while ensuring the public interest is met. To this end, four critical skill sets are required for effective problem-solving:

- Strategic and tactical forward-thinking and planning to anticipate the future of the province with a view to support a coordinated and integrated approach to energy policy development and implementation.
- Broad policy expertise and political acumen to shape, develop, and plan policy work and its implementation to ensure energy policy serves the public interest. Organizational knowledge, experience with government approval processes along with technical competence and experience support delivery. - -
- Well-developed consultation and negotiation skills to balance competing interests. This position interfaces with stakeholders on a regular basis to identify emerging issues and manage energy policy coordination and implementation.
- Forging relationships and working partnerships across industry, government and the Department. Stakeholder management remains a high priority to build consensus and to support ongoing energy policy development and implementation.

Direct or indirect impacts of decisions:

The Manager has the responsibility to coordinate and recommend Alberta Energy's strategic positioning on policy initiatives across the Department and the Government of Alberta. In addition, this position creates strategies, provides advice for various sectors and areas of energy (natural gas value chain focused), and sets direction for the Infrastructure and Downstream unit.

The Manager plays a critical role in communicating Alberta Energy's unified and comprehensive position on key files. This position supports the Department in ensuring priorities are aligned through coordinating work with senior and executive managers within the Branch, the Department, and the Government of Alberta. The Manager works in a politically sensitive environment with competing priorities, involving multiples stakeholders and complex problems.

This position supports the design, development, implementation, and longer term development of strategic energy policy and therein directly contributes to the long-term success of the Department and stewardship of Alberta's resources.

Key Relationships

Major stakeholders and purpose of interactions:

- Internal**
- ADM: as required collaborate and provide advice and support as required.
 - Branch management team and staff: information exchange, provide direction, guidance and advice
 - Department subject matter experts (at all levels): lead support across the department and coordinate input across Energy on various projects.
 - Cross Ministry staff: coordination of input and departmental positions to projects across the GoA.
- External**
- Federal government and other Provinces in Canada: test policy ideas and implications, liaise information
 - Industry Clients: Gather input related to ongoing strategy and policy development, liaise information

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Science	Economics	Other

If other, specify:

Project management, environmental science, public administration, business administration

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

Established network and reputation with provincial, national and global oil and gas community; knowledge of the structure, operation and decision-making process of government; ability to partner with, shape and contribute to academic research/inquiry into energy systems dialogues and emerging trends in the delivery of public policy including futures analysis, systemic design and social innovation; sound understanding of provincial, national, international issues, drivers and trends impacting the current and future energy system.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <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 	Leading or active contributing to complex, politically-sensitive, multi-ministry projects with significant implications for the GoA, industry, and other stakeholders. This position works within a very complex environment balancing the requirements of multiple ministries. This position requires an

			ability to investigate and develop multiple viable solution options, using input from different ministries, facilitate objective assessment of those options, and facilitate implementation of the chosen solution while maintaining effective working relationships across ministries, governments and provinces.
Agility	○ ○ ● ○ ○	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 	Supporting major projects, strategy and policy development, this position will need to be able to anticipate change, seek alternate approaches, align resources and delivery result, usually within very tight deadlines.
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: <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 	This position is expected to look at the big picture and identify what is the best for Albertans align resources and achieve the desired result.
Develop Self and Others	○ ○ ● ○ ○	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team 	The incumbent must have an ability to build, maintain, and positively contribute to a team-oriented work environment. Incumbent must have a developed understanding

		<p>performance</p> <ul style="list-style-type: none"> • Values team diversity, and supports personal development 	<p>of the energy system and natural gas policy. This position must be able to align work of the unit to DoE and core NGSE branch files.</p> <p>Ability to optimize resources and to ensure the unit operates effectively and efficiently.</p> <p>Commitment to development, team building, continuous improvement and innovation</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<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 • Maintains stakeholder relationships 	<p>The incumbent must consult and work with a broad base of stakeholders from a variety of backgrounds. As such, a well-developed understanding of energy restructuring and policy development, and the ability to address complex interdisciplinary problems having substantive economic, environmental and social implications is essential.</p> <p>The incumbent must develop synergies within the Branch and interface with other ministries, and partnership organizations.</p>

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.

Employee Name

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