

Public (when completed)

Common Government

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position Name (200 character maximum)

Policy Analyst

Current Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

EDBS/Policy & Program Delivery/Policy & Strategy

Supervisor's Position Name (30 characters)

Manager, Strategic Initiatives

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-03-03

Responsibilities Added:

Responsibilities have been updated to reflect the Unit's new focus on providing division-wide support for strategic initiatives (i.e., policy, programs, and strategies) related to regional economic development and business growth.

Responsibilities Removed:

N?A

Job Purpose and Organizational Context

Why the job exists:

As part of the Policy and Program Delivery Branch, the Policy and Strategy Unit leads the assessment, development and implementation of policies, strategies and initiatives relating to small- and medium-sized enterprises (SMEs), entrepreneurs in Alberta, regional economic development, strengthening Alberta's business support and economic development ecosystem to support increased regional competitiveness and productivity. The unit provides and contributes strategic foresight, evaluation, and assessment of economic sector trends and identification of barriers. The unit also develops and presents models, strategies, and policies on the ecosystem in Alberta (and in other jurisdictions). As part of this work, the unit carries out distinct and sometimes high-profile policy projects, such as strategies and frameworks, and provides policy support for program outcome evaluations, impact analysis and program policy design. This unit also participates in related cross-ministry policy initiatives.

Reporting to the Manager of Strategic Initiatives, this position provides research and policy analysis to inform decision-making by senior leadership and affected stakeholders on policy options related to strategic economic development and regional economic issues, programs and opportunities. This work is critical to inform Jobs, Economy, Trade and Immigration (JETI) on economic development and regional economic development issues, collaboration best practices, related risk factors, economic development opportunities, and ultimately inform strategic decision-making and program/policy/strategy development.

The incumbent will be required to support various policy, strategy and research projects with competing priorities. The incumbent supports and influences policy development with a wide audience including GoA departments, elected officials, industry, and stakeholders. The role will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis; provide strategic and policy advice related to economic development, SMEs and entrepreneurs; and more broadly to identify opportunities and programs to stimulate economic growth.

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 on a cross section of economic development policy issues. 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.

Critical to this role is a broad knowledge and understanding of current and emerging regional economic development, SME and entrepreneur public policy issues and their sensitivities, and the ability to conceive innovative solutions that balance competing perspectives and interests of public and private stakeholders. The incumbent's leadership in this context will help achieve the business plan goals and foster solutions to support regional and northern economic development and program development and evaluation in Alberta.

Responsibilities

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

1. Policy, program, and strategy related information is developed for regional and northern economic development and business development policy and program issues and challenges to support informed planning, decision-making, and program development and evaluation.

- Consults and coordinates with ministry staff, interdepartmental contacts, and external stakeholders where appropriate to develop policy options that support planning and development of regional and northern economic development policies, frameworks, strategies and program development initiatives (i.e., economic development across regions in Alberta, regional competitiveness and productivity, place-based approach, regional economic development programming, business growth).
- Researches, analyzes, and evaluates data and information pertaining to regional and northern economic development and business development issues from diverse sources including legislation and policy documents, statistical reports, and regional development plans.
- Drafts briefing notes and correspondence responding to broad regional policy and other related issues.
- Drafts information related to emerging trends and issues with the potential to impact policy and coordinates information sharing activities in other divisions, ministries, and orders of government that may affect ministry policies and responsibilities.

- Supports development and evaluation of framework and tools that support the review of programs and strategies lead by the Division.
- Develops and implements project plans and draft policy deliverables (such as briefing notes, strategies, options paper, issues briefings, reports, discussion papers, etc., including terms of reference, project charters, and reporting guidelines) on regional economic development opportunities and issues (i.e., Economic Development Framework, Northern Development Strategy).
- Supports development of programs and program policies; and supports evaluation of regional development, economic development and business development programs and supports, in consultation with responsible areas.
- Supports or facilitates meetings to gather input, develop analysis, and provide ministry and GOA representatives with information related to emerging trends and issues with the potential to impact policy, programs and strategies.
- Drafts analysis, options and recommendations on design and implementation of the necessary evaluation framework and tools that support the review of programs lead by the Division.
- Drafts evaluation, approach and analysis of regional economic development and business development programs and supports, in consultation with responsible areas.
- Advises on the design, development and implementation of cross-ministry initiatives identified as priorities by the Minister, Ministry and broader Government of Alberta, working closely with other teams in the Unit and Branch.

2. Jurisdictional and environmental scanning and research services are performed to inform and support the development and evaluation of regional economic policy, programs, strategies and initiatives that serve to increase Alberta's economic growth.

- Identifies economic development policies and advancements at provincial, national, and international levels with potential to inform Alberta's priorities.
- Participates in identification of issues and opportunities based on analysis of quantitative data and qualitative industry intelligence from a variety of internal and external sources and formats.
- Analyzes collaboration issues and developments to identify trends with the potential to impact ministry policies, summarizing findings for consideration of ministry decision-makers.
- Manages and supports projects from beginning to end involving extensive detailed policy, cross-jurisdictional comparison and analysis, and economic analysis.
- Researches, critically reviews, and synthesizes new and existing literature on economic development issues and economic trends obtained from a variety of sources (i.e., academic journals, administrative publication, government studies, books, newspapers, etc.).
- Compiles up-to-date intelligence and awareness of relevant government programs and accountabilities around economic development, regional economic development and business supports.

3. Provides expert advice and recommendations on a range of economic topics and issues including those related to existing supports and projects within the scope of the division's priorities.

- Collaborates with JETI staff to ensure coordination and integration of activities and promotes collaboration within the ministry and regional stakeholders.
- 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.
- Collaboratively develops and monitors performance measures for targeted activities and projects.
- Develops and maintains processes and pathways for unsolicited proposals to be considered when they cannot be funneled into existing economic development and business supports programs.
- Supports internal consulting (policy support, project management, advice and expertise) to other areas of the division and/or department, as required.

4. The Manager, Director and Executive Director are supported in achieving the mandate and goals of the Branch/ Unit.

- Provides the necessary analysis for information requests, action requests, and briefings, and respond to requests for information and analysis originating from within government or from the public.
- Drafts briefings and other documents for Executive Team, Minister, or Deputy Minister as an essential support for strategic decision-making on strategies, policies, and programs, and in response to news reports and release of major

research studies.

- Prepares analysis and synthesis of qualitative and quantitative information from multiple authoritative sources, and prepares relevant reports that demonstrate results, trends, patterns, and policy analysis.
- Prepares input and recommendations relating to issues, opportunities, and challenges associated with regional and northern economic development and business development policies, programs, and functions.
- Contributes to the development of and reporting on unit and branch level business plans.
- Conducts other divisional, cross-ministry or special assignments as requested by the Manager.

Problem Solving

Typical problems solved:

The problems and issues dealt with are often complex and require a high level of creativity and independence to conduct research to define issues, identify implications and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of Alberta's economy and its strategic priorities when providing information, analysis, and planning advice.

The incumbent works with independence in dealing with policy, program and strategic matters, often in areas of ambiguity and multiple determining factors. Considerable knowledge and judgment is required. Precedents do not always exist requiring the incumbent to research, problem solve, and use effective consultation skills and sound judgment to generate recommendations within tight timelines and an often fast-paced environment. Guidance is mainly provided by the Manager, Director, inputs from relevant stakeholders, and direction from the Executive Director.

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, interactions with various groups and individuals, and meeting tight timelines for delivery of results.

Types of guidance available for problem solving:

The Manager provides broad direction and guidance, reviewing work for quality of analysis, evaluation, and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated; however the incumbent is expected to function with a strong degree of independence. Guidance is also available from existing GoA or ministry policies, processes and standards, and from consultation with other staff.

Direct or indirect impacts of decisions:

The research, analysis, evaluations, and advice provided by the Policy Analyst will impact policy recommendations and program development and designs that shape economic development in the province. The position coordinates and leads economic development, regional development, business growth and diversification policy, and program assessment and development with cross-ministry teams. This position interacts with staff throughout the Ministry and cross-ministry as needed when identifying information requirements; clarifying goals and expected outcomes; planning and managing components of research, programs, and/or policy projects; and developing input and recommendations for the consideration of senior decision-makers. The position requires a high degree of independence and professionalism due to the level of interaction with both internal and external clients, complexity of workload, accountability for results, and potential impact of policy advice.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Director and Assistant Deputy Minister periodically (as required) provide direct input on regional and northern economic development and business growth policies, programs and specific initiatives.

Manager (daily) and Director to provide briefing materials that document comprehensive evaluation, research, analysis and interpretation of options and programs to address Unit priorities; develop presentations, briefings, recommendations and papers; provide intelligence to support their work and inform the Manager's participation in various initiatives.

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 policy projects; provide technical support 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 and initiatives; lead/coordinate specific consultations; present ministry inputs and collaborate on cross ministry/division project.

Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information; gather insights on initiatives; share information on economic development policies, represent and influence others.

Stakeholder groups and jurisdictions (as required) to consult and engage in projects to enable greater alignment and linkages; analyze and propose options and solutions; to inform policy and/or strategy projects and stakeholders.

Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information; gather insights on initiatives; share information on economic development policies, represent and influence others.

Stakeholder groups and jurisdictions (as required) to consult and engage in projects to enable greater alignment and linkages; analyze and propose options and solutions; to inform policy and/or strategy projects and stakeholders.

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:

Undergraduate degree in a related field (e.g., public admin, policy, business, economics, social sciences)

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

Education and experience

- Related degree, along with a minimum two years of experience, working in progressively more complex roles.
- Experience preparing executive decision materials and familiarity with government business processes.
- Experience preparing and providing options analysis, reports, briefings and presentations.
- Training and/or experience in project management, including developing and implementing project plans.
- Experience developing successful working relationships and support efforts among diverse teams in developing strategies, analyses or policy and program development.

Technical competencies

- Possess a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Excellent written and verbal communication skills.
- Critical thinking and analysis.
- Able to identify and process large quantities of information, often coming from multiple sources, usually in a rapidly changing environment, and comprehend its implications.
- Strategic thinking and planning skills, including ability to develop, synthesize, articulate, and interpret information obtained from varied sources.
- Demonstrated interpersonal and consulting skills, including ability to establish and maintain effective

working relationships.

- Conceptual and critical thinking skills to monitor and evaluate systems and processes and work toward continuous improvement.
- Strong understanding of reading and interpreting legislation and regulations.

Assets:

- Knowledge of economic development and business growth and competitiveness concepts, processes and practices.
- Knowledge of public and not-profit sector programs applicable to regional economic development and business development and how they apply and can benefit Alberta.
- Detailed knowledge of business, industry, export, and economic drivers, and their key issues and impact on the Alberta's economy.
- Well-developed research, analytical, and problem solving skills to interpret key economic and regional business indicators, and develop appropriate responses and processes to maximize economic and business growth.
- Practical knowledge of economic, statistics, cross-jurisdictional cost benefit analysis.
- Knowledge of provincial and federal legislation, policies, and programs/supports related to economic and business development.

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 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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Position is expected to independently execute research projects that support policy and strategic foresight efforts, which are multi-faceted and may not have precedents. The incumbent should resolve issues that arise or recommend a proposed path for resolution.</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"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes 	<p>Position is responsible to proactively conduct research and environmental scanning to build awareness of economic trends and issues at the provincial, national and international level.</p>

		<ul style="list-style-type: none"> • Aims to exceed expectations 	
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	Position will be part of a complex environment requiring the development of new networks and collaborative approaches to plan and complete research and analysis activities.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Position often works in situations where obstacles encountered might not have a clear path to resolution. Direction can often change quickly, so need to adeptly adapt and re-purpose, and seek clarification and direction when appropriate.
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Position is expected to consider a broader perspective, not only in looking at economic development linkages in the sector of focus, but also the long-term developments impacting Alberta's economy.