

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested 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**Job Purpose and Organizational Context**

Why the job exists:

Alberta's international and domestic offices play a vital role in strengthening awareness of Alberta and advancing Alberta's priorities by developing business and government relationships to support advocacy efforts to advance Alberta's interests and profile, promote and facilitate investment attraction, and to enhance trade relations. These offices play a key role in delivering programming and services in support of the Government of Alberta's (GoA) priorities in domestic and international markets. They work on behalf of Albertans and in partnership with GoA ministries that share domestic and international objectives.

Reporting to the Director, Alberta Office in Ottawa, the Commercial and International Officer is responsible for providing information and analysis on political and policy developments, with a particular focus on developments on the federal government. The purpose of the job is to support Alberta's decision-making and intergovernmental relations through timely, accurate and well-reasoned analysis of information. Another key function is supporting Premier, Ministerial, Deputy Ministerial and senior official missions to Ottawa or Eastern Canada through the development and coordination of briefing materials and providing logistical support.

This position is responsible to the Director and works in close coordination with many branches in Intergovernmental and International Relations within Executive Council. The position helps develop and implement key strategies to achieve ministry and government business plan goals by applying strategic thinking and relationship building.

Incumbent must be a Canadian citizen. This position is for a locally-engaged staff member.

Responsibilities

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

The Officer supports growing and diversifying Alberta's economy and representing Alberta's economic positions in intergovernmental fora by:

- Contributing to the development of Alberta's messaging and position on the need to attract Foreign Direct Investment to grow the Albertan and Canadian economy.
- Contributing to the development and refinement of a strategy for the Ottawa market by providing insight on political and economic developments with the federal government, other Canadian governments, business community and stakeholders.
- Supporting the implementation of stakeholder management strategies that build and sustain credible, long-term relationships with clients, national industry associations, cluster and sector groups, public sector organizations, service providers and other stakeholders (i.e. Canadian Chamber of Commerce, Embassies and High Commissions, non-government organizations, crown corporations, etc.), to promote intergovernmental awareness of Alberta as an attractive place to invest.

The Officer supports building a positive image for Alberta by:

- Supporting the Director in facilitating missions to Ottawa by Alberta's Premier, Ministers, Members of the Legislative Assembly, and senior officials that advance Alberta's interests in key sectors, by setting up appropriate programs with key contacts.
- Contributing to building and maintaining a positive image of Alberta in Ottawa by coordinating and participating in activities that could include meetings, events, hospitality functions and information/communication products, or supporting the Director or Senior Representative in this work.
- Providing advice and analysis during the identification of key federal government decision makers and other influencers to visit Alberta, and facilitate connections to the Premier, ministers, MLAs, and other senior officials to advance Alberta's interests in key policy areas.

Problem Solving

Typical problems solved:

Professional judgment and diplomacy is essential given the often ambiguous, unprecedented and politically sensitive nature of international relations and advocacy work, and the often conflicting perspectives, requirements and priorities of various clients and stakeholders.

Interpretative, evaluative, and developmental thinking is required along with the ability to understand complex intergovernmental relationships and to give excellent advice on decision-making processes involving key stakeholders and decision makers.

Types of guidance available for problem solving:

This position collaborates closely with the International Relations division within IGR/Executive Council in its duties.

Direct or indirect impacts of decisions:

As one of only a few Government of Alberta officials in Ottawa, this individual plays a role in shaping Alberta's image and reputation by advocating for Alberta's interests in the market

The position must establish and maintain relationships with other government representatives, key public and private sector representatives, and industry stakeholders in order to deliver valued services.

Relatively minor direct and indirect impacts. Decisions tend to be vetted through the Director who will provide guidance and advice.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Under direction of the Director, the Officer supports office operational plans and strategies.

The Officer supports incoming Premier and Ministerial visits to the market. The Director collaborates with other departments to advance the interests of Alberta, and develop and supports integrated service delivery using the shared ideas from diverse levels of government, vested interest groups, and key stakeholders.

The Officer liaises with the International Relations to implement the department's initiatives and priorities in the market. The Director also works with department staff to facilitate incoming and outgoing missions, networking events, trade shows, and other business introduction events.

External

Under the direction of the Director, the Officer supports the Alberta Office in Ottawa's their role to liaise with stakeholders to implement initiatives and priorities along with providing information and market intelligence on advocacy priorities. Among these include: Canadian and Alberta based business representatives, industry organizations, councils, companies, crown corporations, and associations associated with targeted industry sectors; elected / senior government officials in market; ambassadors / diplomats / foreign affairs officials; representatives of federal government departments and peers in other jurisdictions; Canadian Ministers and MPs; and MLAs.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

The position requires experience in policy or government administration. Specific areas of knowledge includes:

- Understanding of provincial, national, and global economic and political landscape.
- Understanding of Canadian current affairs and Canadian economic trends within a global context.
- Demonstrated ability to motivate, influence and negotiate with people to resolve issues and balance client and organizational needs.
- Strong interpersonal, communication, and consultation skills and a proven ability to develop and maintain government-to-government relationships, industry networks and strategic alliances.
- An understanding of Alberta/Ottawa relations, bilateral issues and Alberta's key economic sectors.
- An understanding of political and business culture and protocols in both Alberta and Ottawa.
- Organizational skills, including a proven ability to apply systems thinking to complex issues.
- Political acumen.
- Proven collaborator, relationship builder and communicator.
- Bilingualism in English and French is an asset.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the	Things change rapidly in this position given input

		<p>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>from the Senior Representative, DMO, Premiers' Office, and the rapidly changing political environment in Ottawa.</p> <p>There is a need to continually adapt our approach and adjust our timelines to meet changing demands, particularly when planning for Senior Representative, Minister or Premier-level meetings/missions.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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>High quality work is critical as the main user of the information is the Senior Representative and Director.</p> <p>Work is also often used by the Premier and her office.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <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 	<p>Many of the issues we tackle require novel solutions. Divergent thinking and the ability to improve existing systems helps to refine our processes and ensure that we are delivering the work expected.</p>
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 	<p>IIR and IGR touches all areas of government and it's critical to understand how interrelated the file is.</p> <p>As the Ottawa post for the GoA, we need to have a very clear understanding of the system in which we operate to advance Alberta's domestic intergovernmental agenda and provide accurate</p>

