

Reclassification

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Lead, manage and coordinate Ministerial and Premier level trade missions to overseas markets. This includes:

- planning, executing, participating and providing subject matter expertise, evidence-based and sound policy advice to the Minister, Executive Council and Premier's office to ensure alignment with the department's strategic priorities and goals.
- providing expertise to help senior officials and Ministers navigate cultural practices/differences, customs and norms when conducting business. Exercising system thinking and political acumen are key to land successful trade deals.
- Leading all aspects of Ministerial mission planning including briefing packages, stakeholder relationship, mission execution on the ground and accompanying senior government officials abroad.

Lead the Development of Ministerial Briefing Packages. This includes:

- develop complex and comprehensive briefing packages to ensure Minister, Premier's office and Senior Officials

have the essential intelligence, strategies, analysis, options and recommendations required to make informed and impactful business decisions.

- conducting market research and intelligence to inform Minister, Premier Office and senior officials' trade missions, ensuring that they are provided with sound and evidence-based advice to advance Alberta's trade interests and showcase to international markets that Alberta is a reliable trading partner.
- Anticipating and identifying strategic international trade issues and initiatives that may affect the ministry and its stakeholders and proactively address them through the provision of accurate and timely advice and recommendations to senior officials.
- Utilizing highly effective written and verbal communication skills to synthesize and relay complex information to a variety of internal and external stakeholders.

Leading the development of department's international trade promotion strategy alignment with the department's strategic priorities and goals. This includes:

- Develop strategies to advance Alberta's interest and trade diversification in the geographic regions with collaboration from other government departments.
- Proactively engage international trade ecosystem partners and stakeholders for advancing Alberta's trade interests that are aligned with industry and department's goals.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy and Trade leads the efforts to grow Alberta's economy by delivering strategic programs and services to support Alberta's entrepreneurs and job creators, attract investment, grow trade, strengthen Alberta's industry and ensure Alberta has an innovative and competitive business environment.

The Trade Division is focused on ensuring relationships and formal partnerships with business, industry and communities are fostered to increase market intelligence and inform strategic decisions by government and industry. The geographic units of the Trade and Export Expansion Branch provide guidance and support to Ministers, Premier's Office, senior government officials as well as to Alberta businesses in various priority sectors to increase Alberta's exports to priority markets. The Unit focuses on building and maintaining international partnerships that enhance collaboration, trade and investment, and identifying strategic growth opportunities for Alberta industries in global markets, specifically in the geographic units of the Americas, North Asia, South Asia, Europe and the Middle East/Africa.

Reporting to the Executive Director, Trade and Export Expansion, Director, Trade is responsible for leading Trade Officers and staff to assist Alberta-based organizations, institutions, and associations to gain market access for goods and services in their geographical region. The Director is responsible for providing strategic guidance to the trade team for enhancing Alberta's export readiness and success, building awareness of international opportunities, and generating increased value for the Alberta's economy.

The positions supports Minister and senior government officials in engagement with key government and industry contacts in international markets. This position must connect with key stakeholders in foreign markets, support government-to-government engagement and advocacy, and understand political and business environments in international markets. The Director also facilitates connections for executive and political leadership in the respective geographic region.

To enhance policy and program support, the director will contribute to the development of sector and market strategies by assessing the political and business environment in international markets. Leading government-to-government engagement and advocacy, coordinate missions within their respective ge-regions and develop program policy for strategic decision making.

Responsibilities

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

Ministerial Mission Planning:

- planning, executing, participating and providing subject matter expertise, evidence-based and sound policy advice to the Minister, Executive Council and Premier's office to ensure alignment with the department's strategic priorities and goals.
- providing expertise to help senior officials and Ministers navigate cultural practices/differences, customs and norms when conducting business. Exercising system thinking and political acumen are key to land successful trade deals.
- Leading all aspects of Ministerial mission planning including briefing packages, stakeholder relationship, mission execution on the ground and accompanying senior government officials abroad.
- develop complex and comprehensive briefing packages to ensure Minister, Premier's office and Senior Officials have the essential intelligence, strategies, analysis, options and recommendations required to make informed and impactful business decisions.
- conducting market research and intelligence to inform Minister, Premier Office and senior officials' trade missions, ensuring that they are provided with sound and evidence-based advice to advance Alberta's trade interests and showcase to international markets that Alberta is a reliable trading partner.
- Anticipating and identifying strategic international trade issues and initiatives that may affect the ministry and its stakeholders and proactively address them through the provision of accurate and timely advice and recommendations to senior officials.
- Utilizing highly effective written and verbal communication skills to synthesize and relay complex information to a variety of internal and external stakeholders.

Stakeholder Engagement:

- Provide strategic guidance and market intelligence to Alberta-based companies in priority sectors to enhance export readiness and success, build awareness of global opportunities, and generate increased value for the Alberta economy.
- Provide strategic advice, opportunity awareness, and facilitate connections for executive and political leadership, as well as other stakeholders, in the respective geographic region.
- Lead a team of trade officers in their engagement with businesses for building market awareness, understanding export-related needs and objectives, and promoting relevant export opportunities.
- Building and maintaining relationships with key international stakeholder for advancing Alberta's trade interests and industry connections abroad.
- Liaise with various with key internal and external stakeholders (federal, provincial and municipal governments, economic development organizations and industry associations) to strategically plan and execute international trade missions.
- Leverage funding from key partners for enhancing Alberta's presence at international trade shows and added support for trade missions led by the department.

Lead development of international export promotion strategy:

- Provide oversight to the development of sector and market strategies by assessing the political and business environment in international markets.
- Lead government-to-government engagement and advocacy, develop strategic direction for trade missions within assigned geographical region, and develop programs for political and business delegations.
- Lead missions with businesses and political and executive leadership to showcase Alberta's strengths.
- Lead policy and program development, and strategic decision making by guiding staff research efforts for international and intergovernmental trade-related activities.
- Oversee the priorities for industry engagement including external newsletters highlighting trade trends, company outreach, among others.
- Manage various strategic trade initiatives for the Unit.
- Support provincial, federal, and municipal investment attraction efforts.

Leadership / Mentorship / Employee Development:

- Demonstrate Alberta Public Service Values of Respect, Accountability, Excellence, and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and, foster a positive and inclusive workplace.

- Provide leadership, advice, guidance, and direction to staff to effectively meet the branch goals, driving towards the achievement of outcomes for the branch, division, and ministries.
- Support staff in their professional development goals by providing regular feedback, mentor-ship, and opportunities for training and stretch assignments where possible.
- Provide strategic leadership, advice, analysis and comprehensive guidance to the Senior Director. Perform acting duties on behalf of the Senior Director in their absence.
- Collaborate with other program area leaders to build and sustain open and effective communication channels and mechanisms for information sharing, ensuring connection between policy, stakeholder engagement, and program delivery.

Unit / Branch Administration:

- Lead one-on-one meetings, and other performance management activities as required to manage staff.
- Conduct general branch support activities such as managing expense reports, budget tracking, resignations, recruitment, and departmental and branch meetings.
- Attend all department management meetings and participate in status reporting, training, contract management, budgeting, staffing, and other management-related processes.
- Triage all priorities and assign resources as appropriate to ensure deadlines are met.

Information Requests / Action Requests / Briefings:

- Manage the completion of action requests related to the assigned geographic region by reviewing content to ensure accuracy, completeness and relevance.
- Oversee the responses to Albertans and other stakeholders on behalf of the Minister and Premier. Ensure Alberta's interests are reflected appropriately.

Problem Solving

Typical problems solved:

Director is required to be agile in advising, planning and executing trade missions for Ministers, Deputy Ministers and other senior government officials during constantly changing geopolitical situations and travel realities including delays, cancellations, etc.

Mitigation: Director advises and plans all aspects of trade missions abroad, maintains constant communication with key stakeholders to respond to evolving situations with minimal impact on the mission results and outcomes.

This position is required to be aware of and understand how to address politically sensitive issues, cultural differences, and social norms in different geographies.

Mitigation: Remain conscious of cultural and political sensitivities and norms and consider these factors when collaborating with stakeholders and providing advice and guidance.

This position works in a constantly changing environment with various stakeholders who require tailored, unique, and creative advice and guidance.

Mitigation: Develop and maintain relationships with a large network of stakeholders. Remain flexible and adjust approach based on stakeholder. Use previous experience and thoroughly understand stakeholder needs to provide appropriate advisory services.

This position does not have a dedicated budget large enough for all projects and initiatives.

Mitigation: Work with unit staff to prepare detailed budget breakdowns and project plans for approval. Determine how to leverage funds from partners and other stakeholders.

Types of guidance available for problem solving:

This position receives guidance from the Executive Director, ADM, DM and the Minister on complex trade issues or tasks. This position is also expected to operate with a high degree of independence and requires the ability to analyze and apply professional judgment to solve complex, new and emerging issues. This position should also leverage historical information to determine solutions to issues based on similar past circumstances.

Direct or indirect impacts of decisions:

This position impacts the delivery of timely strategic advice, guidance, and support to Alberta businesses

and relationships throughout international regions. This also impacts the ability to generate increased value for the Alberta economy. The Director's decisions have direct impact on staff work assignments, over all operation of the Unit, and may impact the flow of information to stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director: To receive guidance and support on complex issues or activities. To provide guidance, advice and support as required. Complete tasks on an as needed basis.
- Unit Staff: To provide guidance and support on various unit activities and any ad hoc requests.
- Alberta-based organizations, institutions and associations: To provide advisory services given regional and cultural context.
- Premier, Minister, ADM, Government, Mission and Visits Planning Unit, economic development authorities, etc.: To support important inbound and outbound missions.
- Global Affairs Canada, Trade Commissioner Service and Export Development Canada: Align mandates and work in collaboration to achieve department goals. Share input and leading practices to provide and gain added value.
- Public Stakeholders: To oversee information requests related to the geographical unit.
- Collaborate on the development and promotion of initiatives to enhance services to Alberta businesses. Provide specific advice and input into policy creation.
- Provide input and recommendations on programs. Share stakeholder feedback and any concerns that require attention.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Business		

If other, specify:

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

- Foreign language capabilities is an asset. Must be able to travel internationally.
- Confidential clearance for preparation of Premier and Ministerial Missions, travel and briefings.
- Experience in international business, export development and marketing.
- Understanding of current international, economic, political and social issues.
- Diplomacy skills when representing the government in social, political and business initiatives.
- Sound knowledge of project management approaches and experience leading a variety of project teams to successful achievement of objectives.
- Knowledge of key concepts in international trade policy and international economic relations.
- Knowledge of Alberta trade policy objectives and ability to align work activities with those objectives.
- Strong networking skills, ability to identify key relationships and convey critical information from varied sources.

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"/>	<p>Integrates broader context into planning:</p> <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 	<p>This position is required to consider political, environmental, and social factors when addressing issues in the geographic region. Must take this into consideration prior to providing recommendations and guidance.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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>This position works in a politically sensitive environment that is constantly changing. Must remain flexible to adapt behaviors and provide tailored advice to various types of clients and Ministers on a daily basis.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> Creates impactful relationships with the right people Ensures needs of varying groups are represented <ul style="list-style-type: none"> Goes beyond to meet stakeholder needs Ensures all needs are heard and understood 	<p>This position is required to develop and maintain strong working relationships with various international stakeholders to understand their export needs and enable them to achieve success. Must work collaboratively and provide guidance using best judgment and past experience.</p>
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 	<p>This position is required to lead other Trade Officers to achieve unit objectives and goals.</p>

