

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

50066607

Position Name (200 character maximum)

Lead Trade Policy Officer

Requested Class

Job Focus

Policy

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Trade, International Trade Policy 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:

The Trade Policy Unit is responsible for leading the Government of Alberta's engagement in the negotiation, implementation, and ongoing management of international trade and investment agreements; international trade and investment disputes; and other international trade policy issues. This work is undertaken under the framework of Canada's international trade commitments, including in multilateral fora (e.g., the World Trade Organization) and other bilateral or regional international agreements and initiatives (e.g., the *Canada-U.S.-Mexico Agreement (CUSMA)*, the *Canada-EU Comprehensive Economic and Trade Agreement (CETA)*, the *Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)*).

The Lead Trade Policy Officer works independently or directly with the International Trade Policy Negotiator on priority trade policy initiatives, which can include high level and complex trade negotiations and disputes. In this capacity, they engage with Trade Policy Unit staff and with other technical experts in the Government of Alberta to synthesize the broad range of government policy interests and to finalize Alberta policy positions. They also engage with provincial/territorial and federal officials, to reach consensus on negotiating positions and policy approaches that involve provincial interests or jurisdictional scope. The Lead Trade Policy Officer will hold the expert knowledge required to effectively represent the Government of Alberta's interests in key negotiations and disputes.

This work contributes to the development of a stable, transparent, rules based international trade and investment regime, which supports departmental priorities related to export growth, the promotion of trade, and the facilitation of inward investment.

Responsibilities

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

- Enhance understandings of Alberta's trade policy priorities and ensure the development of policy positions in international trade negotiations and the implementation of trade agreements
- Analyze trade negotiations to identify and assess implications for Alberta - monitor negotiations, engage in federal-provincial-territorial discussion of issues, review negotiating text, make recommendations on the provincial response or approach.
 - Solicit and synthesize information and views from other departments on trade negotiations, engaging with relevant technical experts.
 - Analyze completed trade negotiations for their impact on the province, including by providing summary information and identifying any go-forward issues.
- Identify Alberta's priorities and develop policy positions in the ongoing management of trade agreements
- Lead, participate in or monitor administrative processes related to existing trade agreements, including working committees, embedded negotiating commitments, and reporting requirements.
 - Participate with other departmental colleagues in initiatives to promote the benefits of trade agreements to Alberta companies.
 - Lead or engage in reviews of proposed Government of Alberta measures to assess their compliance with trade obligations.
 - Support efforts to coordinate Alberta's response to international trade disputes involving provincial measures, as needed (e.g., including through the development of briefing material, participation in meetings, engagement with affected departments, liaison on advocacy initiatives, etc.).
- Maintain a leadership role in ensuring provincial priorities are effectively represented within Canada and with international trading partners, as appropriate
- Develop a collaborative network of contacts with federal government contacts and contacts in other jurisdictions, as necessary, on trade policy developments in Canada and internationally that have implications for Alberta.
 - Represent ministry and/or Alberta at federal/provincial meetings and conference calls on trade policy issues; prepare reports, commentary and recommendations as needed.
 - Represent Alberta in Canadian delegations related to trade and investment negotiations or international trade institutions
 - Coordinate ministry-led interdepartmental meetings where trade policy issues are discussed.
 - Lead the development of briefing material and correspondence on trade policy issues of importance to Alberta, for internal, interdepartmental, intergovernmental, or public distribution, as required.
- Provide expertise in trade policy issues of relevance to the province; provide research and analysis of trade policy issues affecting Alberta
- Stay apprised of current issues and assess the implications of global trade policy issues/initiatives on Alberta, with a focus on multilateral trends (i.e., initiatives at the World Trade Organization or other fora that may affect the global trading system) and bilateral relations (e.g., bilateral trade issues of significance to Alberta, such as U.S.-Canada trade disputes).
 - Develop a robust knowledge of Alberta measures relevant to international trade policy (e.g., the *International Trade and Investment Agreements Implementation Act*) and Canadian legislative processes related to international trade policy.
 - Lead research and analysis on trade policy issues as needed. Initiatives may be undertaken internally or via cooperation with other departmental units (e.g., responsible for data analysis, international relations, etc.), external contracts, or other approaches as necessary.
 - Review publications, position papers, studies, etc. to identify issues, positions, and recommendations related to trade policy. Determine relevance and compatibility of issues, positions and recommendations with Alberta trade policy priorities. Make recommendations for Alberta approach or response.

Problem Solving

Typical problems solved:

The Lead Trade Policy Officer will monitor international trade policy issues of importance to Alberta; assess Alberta's interests, based on analysis and stakeholder engagement; develop policy responses; and promote Alberta's interests, primarily via engagement with the federal government and other provinces and territories.

Potential problems include, e.g., identifying the impact of a proposed trade negotiating position on Alberta and developing Alberta's policy response; examining Alberta programs in the context of international trade obligations; identifying the potential impact on Alberta of a trade barrier imposed by a trading partner and identifying and pursuing options to mitigate the impact; etc.

The issues dealt with are often complex and unique. Past precedent informs Alberta's policy responses, but a high level of creativity and independent research is also required to define issues, identify implications, and develop appropriate solutions and recommendations. The scope of international trade policy is diverse and deals with highly sensitive and complex issues across multiple sectors and departments. This position demands a high level of creativity, originality, innovation independent research and analysis to identify implications, define issues and develop appropriate advice,

This position is critical for ensuring the adaptability of Alberta's trade policy agenda, as well as priority setting and planning for the work of the unit and the Trade Policy Branch. This includes both short and long-term and high impact challenges, such as World Trade Organization reform, U.S./global protectionist initiatives, new international trade negotiations, ad hoc trade disputes, managing the trade/environmental/social nexus, etc. Working both within and beyond the realm of trade policy, this position must consider a wide variety of issues impacting the governments strategic direction and cross ministry initiatives that serve as the basis for trade policy efforts.

Types of guidance available for problem solving:

- Policy direction from Executive Council and Minister/Deputy Minister
- Direction from Trade Policy Unit senior staff
- Existing precedent
- Trade data, research, and analysis
- Consultation with stakeholders - GOA ministries, federal/provincial/territorial counterparts, industry, academia, etc.
- Consultation with JSG legal counsel

Direct or indirect impacts of decisions:

The Lead Trade Policy Officer is involved in complex and politically sensitive initiatives, the end result of which is to establish Alberta's policy position related to international trade issues. The Lead Trade Policy Officer represents Alberta at negotiating tables and must bring comprehensive technical knowledge and advanced political acumen to effectively advance Alberta's interests at these tables. The initiatives and projects involve almost all ministries and can have effects across the Alberta economy. Advanced organizational acumen is required to interpret and articulate trade policy agreements and disputes, which help to carve a path forward for both internal and external stakeholders and bolster provincial capacity to effectively promote and respond to international trade considerations.

Key Relationships

Major stakeholders and purpose of interactions:

- Trade Policy Unit - reporting through Trade Policy Unit Lead
- Trade Division, JETI - Provide information on trade policy issues and developments; ensure a coordinated approach to policy issues involving trade policy
- Other JETI divisions and units, with a focus on international relations, trade promotion, investment policy, industry relations/development - Ensure a coordinated approach to policy issues and program development with trade policy implications.
- Other Alberta departments, with a particular focus on members of the Interdepartmental Trade Policy Committee - Provide Government of Alberta officials with trade policy information and identify relevant interests, priorities, and concerns.
- Federal officials responsible for international trade - Ensure that Alberta is fully informed of trade policy issues and the federal government is fully informed of Alberta positions on these issues.
- Municipalities and municipal organizations - Ensure information sharing and direction on international trade policy issues affecting municipalities.
- Business and industry associations, academia, and other stakeholders - Ensure stakeholder input on trade policy issues and broader academic discourse on trade policy issues affecting Alberta

Required Education, Experience and Technical Competencies

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

If other, specify:

MBA, Arts (political science, economics), international trade policy or trade law specialization

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

- 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 analytical skills and ability to identify and synthesize relevant information/data from varied sources.
- Knowledge of quantitative and qualitative research methods and practices.
- Strong communication (verbal and written) skills. Attention to detail, grammar and ability to both compose and edit written material including formal correspondence and briefing material.
- Able to work effectively independently and as a team member.

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 supports the development of effective negotiating strategies, to ensure that provincial priorities and interests are incorporated into international trade negotiations pursued by the Government of Canada. It also engages in internal discussion on the alignment of provincial policies with international trade obligations, and the related risks and benefits. In developing policy responses, this position must consider the larger international, national, and provincial policy context and how it affects Alberta trade policy interests, as well as the impact of current choices on future policy decisions.</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 Goes beyond to meet stakeholder needs Ensures all needs are heard and understood 	<p>This position must develop and maintain strong cross-departmental and external linkages (e.g., with provincial counterparts, federal technical officials, and other stakeholders) to ensure effective information exchange, collaboration, and policy development.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> Forecasts and proactively addresses project challenges Removes barriers to collaboration and achievement of outcomes Upholds principles and confronts problems directly Considers complex factors and aligns solutions with broader organization mission 	<p>The position is expected to achieve goals by assessing the situation, developing an engagement plan, seeking the best resolution - potentially in the context of competing interests - and collaborating with relevant colleagues and stakeholders to achieve a satisfactory outcome. This position will use influence to support goal achievement of senior trade policy officers.</p>

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	This position works in grey policy areas; situations and obstacles encountered are often nebulous, without a clear path to resolution. Circumstances can change quickly -- and are often driven by events external to, and out of the control of, the GoA. The Lead Trade Policy Officer must, in these situations, be able to anticipate, adapt and refocus. The Lead Trade Policy Officer is expected to contribute to the identification and effective use of issue-specific strategic alliances to pursue Alberta interests.
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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