

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Strategic & Intergovt Policy

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

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:

Under the Executive Director, PSS, the Manager, Strategic and Intergovernmental Policy, will support and contribute to the work of the branch in delivering on a wide variety of high-impact projects that help shape Alberta's strategic policy direction. Some of the role's key responsibilities include:

- Providing support for the development of fiscal and policy analysis on a wide range of policy-related issues.
- Contributing to and participating in cross-ministry initiatives ranging from social, economic, and environmental policy, and provincial-municipal fiscal matters.
- Providing policy and planning analysis, information, and support on federal-provincial and interprovincial fiscal issues, including the monitoring and analysis of fiscal developments of the federal government and other provinces.
- Provide analysis and support on matters relating to Alberta's participation on federal-provincial and inter-provincial committees on federal-provincial fiscal arrangements.

Responsibilities

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

1. Decision-makers (Senior Management, Minister, Treasury Board and Cabinet) are provided

accurate information, analysis, and recommendations on a variety of policies.

- Research and analyze policy issues relevant to Alberta and communicate the results to senior decision makers.
- Support and attend, as required, leadership meetings by providing further information, clarification and advice on policy issues.
- Oversee the development of computerized models, often using original approaches based on specialized knowledge, to simulate the impact of policy scenarios.
- Monitor public policy developments in Alberta and other jurisdictions.
- Identify and communicate implications of proposed policies to senior decision-makers.
- Draft policy documents (Cabinet Reports, memos, slide decks).

2. Policy and Outcome Evaluation

- Support and provide timely expert advice on the cost, policy analysis, interprovincial comparisons and forecasting of various program areas (e.g. education, health, environment, social services) and cross-ministry topics, often working collaboratively with the Treasury Board Secretariat and program ministries.
- Participate in policy development and program evaluation through inter-departmental working groups and ADM-level steering committees on a wide variety of subjects (e.g., affordability initiatives, charitable organizations, modelling of provincial social programs).
- Keep senior decision makers informed of any relevant developments.
- Identify and communicate implications of policy measures proposed by these groups to senior decision-makers through appropriate briefings.
- Identify necessary changes to ensure Alberta legislation is consistent with provincial policies.
- Provide Cabinet Policy Committees and Legislative Review Committee with documents detailing necessary legislative changes.

3. The Minister of Treasury Board and Finance is able to present legislatively required fiscal plans and reports that contain information about and plans for various provincial policies.

- Support the development of budget chapters and fiscal updates by leading analysis, preparing briefing materials and drafting sections and chapters of the budget documents, including interprovincial comparisons, federal-provincial fiscal relations and other topics. This requires regularly developing program/policy expertise on issues that lie outside the ordinary scope of the branch and within very short time frames.
- Help prepare and review the Government of Alberta's annual report and the Ministry of Treasury Board and Finance's annual report.

3. Draft and support the timely development of communications, both internal and external to government, that are accurate and contain the intended message. This includes official government communications, as well as letters and direct contact with the public.

- Provide input in the drafting of Treasury Board and Finance communications and press releases on various policy issues.
- Draft/Prepare written responses for the Minister or Deputy Ministers to their respective colleagues (i.e., other Ministers, Deputy Ministers), special interest groups, and Albertans.
- Communicate Alberta policies and changes directly to federal and other provincial government officials, other Government of Alberta officials, stakeholder groups, and Albertans. These communications are often in response to specific questions and are technical in nature, requiring expertise in underlying federal and provincial legislation and economic concepts. These communications must often be guarded or censored to protect the confidentiality of potential policy changes.

4. Contract Management

- Develop, monitor and manage external contracts (e.g. with private consultants). Responsibilities will include drafting Terms of Reference for contracts, gaining appropriate approvals and monitoring the progress/delivery of the contract's deliverables.

5. Developing and Managing Proactive and Collaborative Relationships.

- Develop and maintain effective working relationships with senior federal, provincial officials on issues relating to federal-provincial fiscal arrangements.
- The manager will initiate and manage professional relationships with counterparts within the ministry, other Alberta government ministries, and with external contacts (e.g. academia, non-profits, think tanks) on fiscal issue matters of relevance to the province.

Problem Solving

Typical problems solved:

The manager is often required to synthesize information from a wide range of sources, including economic theory, forecasting, statistical modeling techniques and other public policy developments to provide accurate analysis and recommendations. In many cases, this analysis is conducted in areas with considerable ambiguity. Improper analysis could have a dramatic impact on the government's fiscal position.

In addition, the manager must have a detailed understanding of complex legislation to apply it to current policy issues. This will allow the manager to instruct legislative drafters in making appropriate amendments and direct the necessary organizations in the appropriate administration. The manager must also be able to communicate complex information to a broad audience.

Types of guidance available for problem solving:

The manager works independently to analyze, monitor and communicate various aspects of economic, fiscal, environmental and social policy. The manager must develop and maintain ongoing relationships with contacts within the department and in other ministries. The manager works with members of other departments and other governments, often at a senior level, to develop policy proposals. At times, this involves direct leadership of a group. Excellent leadership, negotiation and communication skills are essential to ensure that the Ministry's interests are advanced.

At times, the manager must lead and coordinate the drafting of legislation to implement policy changes. Leadership and initiative are required to stay current with developments in public policy and to identify issues that require government attention.

Direct or indirect impacts of decisions:

The Manager, Strategic and Intergovernmental Policy, is responsible for providing advice and recommendations on a wide range of government's policies that impact numerous stakeholders (i.e., Albertan residents, corporations, other levels of government, non-profits etc.). Poorly conceived policy, or improper implementation (for example, through legislation) could adversely affect large numbers of individuals and businesses through incorrect calculations of policy impacts, and/or negatively impact the government's fiscal position.

Further, the Manager is also responsible for cost estimates of new policies. Inaccurate estimates could lead to poor policy development or negotiations strategies and adversely impact the government's fiscal position. The position operates independently whereby the individual is responsible for identifying issues that may impact Albertans and other stakeholders or the government's fiscal position, as well as providing any potential solutions. Advice and recommendations provided by this position have a significant impact on Alberta residents, business and the government's fiscal position.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with the branch staff, Directors and Executive Director to discuss branch work priorities and operational matters.
- Interacts frequently with other EFP branches, TBF divisions (e.g., TBS) for information sharing purposes and on common projects/analysis.
- Interacts with EFP Executive team to produce advice, recommendations and briefings as required to support leadership discussions with Deputy Minister and Assistant Deputy Minister.
- Interacts with contacts in other Ministries (Health, SCSS, IGR, etc.) and cross-ministry working groups/committees as needed for information sharing and providing feedback/input from TBF perspective.
- May require contacts with federal or other provincial officials or non-government stakeholders as needed, depending on the project.

Required Education, Experience and Technical Competencies

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

If other, specify:

A Graduate degree in Economics, Public Administration, Business, Finance, or related discipline.

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

- Experience in applied and theoretical policy development.
- Strong analytical and computer skills with a specialized technical knowledge of data management and manipulation, economic and environmental modeling, revenue forecasting and analysis.
- Knowledge of various sources of data and forecasts methodologies.
- An ability to meet deadlines in a highly diverse and complex environment and across multiple subject matters.
- Specialized knowledge of federal transfer legislation.
- Strong interpersonal, communications and negotiation skills.

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"/>	Integrates broader context into planning: <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 	The broad scope and the complexity of issues that this position deals with requires exceptional skills in drawing connections between various government programs (sometimes not explicitly connected) and broader fiscal context, spotting and resolving existing or even potential conflicts Work on cross-ministry projects often involves promoting broader system-wide view and TBF position and seeing through compartments of individual ministry programs (e.g. labour market program review, benefits indexation)
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 	The incumbent is often involved in high priority projects with extremely tight timelines and shifting political direction (examples include Blue Ribbon Panel, budgets, Alberta at Work, COVID-19 response). Proactive planning

		<p>impact of change on roles, and integrates change in existing work</p> <ul style="list-style-type: none"> • Readily adapts plans and practices 	<p>and quick response is necessary.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>The Manager will work collaboratively with both units in the branch to support the team and achieve common.</p> <p>The Manager will actively engage with other areas to ensure diverse perspectives and a government-wide perspective included in the work.</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>The Manager often works on cross-ministry projects or is required to perform analysis and develop policy recommendations in areas that may fall under the mandate of other Ministries.</p> <p>The ability to perform these tasks relies on excellent relationship building skills and informal connections.</p>