

Public (when completed)

Common Government

## Update

Ministry

Energy and Minerals

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Manager, Strategy &amp; Engagement

Current Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

## Organizational Structure

Division, Branch/Unit

SAMA, NGSE/Strategy and Engagement

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Natural Gas Strategy

Supervisor's Current Class

## Design: Identify Job Duties and Value

## Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

**Background Information, Natural Gas Strategy and Engagement Branch:**

The Branch is the lead group supporting the mandate to develop competitive low-carbon natural gas products and initiatives that will support a robust, competitive and sustainable natural gas industry in the emerging decarbonized energy landscape. The Branch is accountable for developing the overall low-carbon strategic plan

for the natural gas sector and supporting the implementation of its core initiatives. Working closely with Government of Alberta partners and Department of Energy colleagues, the Branch leads, or has shared accountability for the following:

- Implementation of the 2021 Alberta's Hydrogen Roadmap, 2020 Natural Gas Vision and Strategy and 2018 Natural Gas Advisory Panel report: *Roadmap to Recovery: Reviving Alberta's Natural Gas Industry*;
- Technical research, analysis, advice and actions endorsed by Cabinet;
- Supporting meeting briefs, action requests, key policy and project documents, daily issues scanning and issue management support to Government, DMO, MO, and Energy Communications;
- External industry and intergovernmental natural gas relationships and partnerships;
- Natural gas regulatory intervention strategy development in support of optimizing western Canada's pipeline network to maintain and grow market access;
- Cross-cutting natural gas climate policy including Article 6, TIER and federal government climate policy;
- Long-term environmental scanning and risk-assessment to understand emerging natural gas technologies, manufacturing opportunities, threats, and risks;
- Actions to grow and diversify the natural gas sector, as well as improve the business climate for the natural gas sector;
- Actions to ensure Alberta participates fully in the growing global LNG market;
- Investment attraction across the natural gas value chain including low-carbon production of natural gas, natural gas liquids (NGLs), hydrogen and petrochemicals;
- Cross jurisdictional scan to assess economic and environmental competitiveness to position Alberta as a leader in low carbon natural gas, hydrogen and petrochemicals., and
- Actions to support the Plastics Circular Economy

The Branch also supports the Assistant Deputy Minister, Strategy and Market Access and Deputy Minister of Energy and Minerals in ensuring appropriate integration and alignment of natural gas and hydrogen strategic policy across the Government of Alberta departments and agencies.

The Branch consists of a Natural Gas Strategy section and a Natural Gas Value Add, Logistics and Environment section.

### **Position Summary:**

Reporting to the Natural Gas Strategy Director, this position is responsible for low-carbon natural gas and hydrogen policy and strategy development, implementation, issues management and stakeholder relations. This position plays a key role in low-carbon strategic policy analysis and international, national, and provincial engagement on natural gas and hydrogen. The Manager leads a team of professionals and subject matter experts. To be effective in its role, the position must: demonstrate strong leadership skills, strong analytical skills and a high acumen for developing strategy and policy; high political acumen; integrate differing and sometimes opposing views and interests; work across Branches and other Departments to coordinate analysis and have expertise related to the natural gas and hydrogen systems in Alberta and globally. The position also requires a thorough knowledge of government decision-making processes and how to successfully work with stakeholders in the department, across the Government of Alberta, and externally to ensure Alberta Energy's position is clearly communicated.

### **Responsibilities**

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

The Manager provides operational leadership, sound advice, thoughtful judgement, and strategic direction over the following key accountabilities:

#### **Provide leadership, advice and recommendations in coordinating Energy's low-carbon strategic policy development.**

- Key contact for the department to support strategic positioning of the department's interests in policy development.
- Provides guidance, analysis, advice, support, and direction to department staff on strategic initiatives.
- Provides advice and recommendations to the Director and Executives.

- Facilitates change in the department's policy direction by providing a strategic focus to ensure strategies and policies are aligned with the government's strategic direction and priorities.
- Works with the Deputy Minister's Office, Executive Council, and other departments as appropriate to ensure content and approach to policy documents is in line with and considers Alberta Energy's goals.
- Uses a systems thinking approach to provide the best advice possible to Department staff and Executive related to strategic initiatives.
- Leads the coordination with subject matter areas in the department to develop consistent advice, positions, and messaging for Alberta Energy on priority files for the department including, but not limited to, natural gas, liquefied natural gas and hydrogen.

#### **Lead and coordinate natural gas/hydrogen strategy and policy development.**

- Adopts a strategic foresight and systems thinking approach to strategy development.
- Develops strategies that encompass differing views, through internal and external stakeholders, that align with the Government of Alberta's direction and the public interest.

#### **Leading the Natural Gas Strategy and Engagement team, supervising analysts, managing business administration for the unit, and supporting the Natural Gas Strategy Director and section.**

- Supervise, coach, and mentor professional staff, ensuring employees are motivated, engaged, and supported.
- Develop and maintain a high performing work unit and a respectful workplace.
- Provide advice, guidance, and support to the Natural Gas Strategy and Engagement Director and Natural Gas Strategy and Engagement Branch.

### **Problem Solving**

Typical problems solved:

A significant challenge of this position is to deliver timely, strategic, and effective leadership and advice concerning the long-term vision for energy, natural gas, hydrogen and implementation of actions to achieve that end. A cohesive, holistic and integrated approach is critical to ensure continued energy development and its benefits for Albertans.

Types of guidance available for problem solving:

This position requires systems thinking, critical thinking and problem solving, adaptability, leadership, and relationship building skills to support high-profile public policy development. In particular, competing interests are a major challenge to achieving desired results in this position. To earn support from market participants, consumers, and government, policy development and its implementation must find a balance between the interests of all players, while ensuring the public interest is met. To this end, four critical skill sets are required for effective problem-solving:

- Strategic and tactical forward-thinking and planning to anticipate the future of the province with a view to support a coordinated and integrated approach to energy policy development and implementation.
- Broad policy expertise and political acumen to shape, develop, and plan policy work and its implementation to ensure energy policy serves the public interest. Organizational knowledge, experience with government approval processes along with technical competence and experience support delivery.
- Well-developed consultation and negotiation skills to balance competing interests. This position interfaces with stakeholders on a regular basis to identify emerging issues and manage energy policy coordination and implementation.
- Forging relationships and working partnerships across industry, government and the Department. Stakeholder management remains a high priority to build consensus and to support ongoing energy policy development and implementation.

Direct or indirect impacts of decisions:

The Manager has the responsibility to coordinate and recommend Alberta Energy's strategic positioning on policy initiatives across the Department and the Government of Alberta. In addition, this position creates strategies, provides advice for various sectors and areas of energy, and sets direction for the Natural Gas

Strategy and Stakeholder Engagement group.

The Manager plays a critical role in communicating Alberta Energy's unified and comprehensive position on key files. This position supports the Department in ensuring priorities are aligned through coordinating work with senior and executive managers within the Branch, the Department, and the Government of Alberta. The Manager works in a politically sensitive environment with competing priorities, involving multiples stakeholders, and complex problems.

This position supports the design, development, implementation, and longer term development of strategic energy policy and therein directly contributes to the long-term success of the Department and stewardship of Alberta's resources.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- ADM: as required collaborate and provide advice and support as required.
- Branch management team and staff: information exchange, provide direction, guidance and advice
- Department subject matter experts (at all levels): lead support across the department and coordinate input across Energy on various projects.
- Cross Ministry staff: coordination of input and departmental positions to projects across the GoA.

### External

- Federal government and other Provinces in Canada: test policy ideas and implications, liaise information
- Industry Clients: Gather input related to ongoing strategy and policy development, liaise information

## Required Education, Experience and Technical Competencies

Education Level

**Bachelor's Degree (4 year)**

Focus/Major

**Economics**

2nd Major/Minor if applicable

Designation

If other, specify:

**Related degree in engineering, business, environmental science, political science, or other related field.**

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

This position requires a related degree or diploma (business, engineering, environmental science, political science, or other related field) supplemented by 4 years directly related and progressively responsible experience in management. A Master's degree or Project Management Certification will be considered an asset. Equivalencies will be considered.

Other knowledge, skills, and abilities considered assets are:

- Proven ability to build and maintain diverse relationships and build trust quickly to become a trusted advisor and a go-to person.
- Demonstrated ability to collaborate strategically with a wide variety of stakeholders to balance the needs and interests of diverse groups.
- Demonstrated ability to build a personal network of relevant professional contacts.
- Strong communicator in written and oral presentations
- Ability to listen, make sense of diverse perspectives, and provide guidance on the best path forward.
- Demonstrated ability to plan, coordinate, and collaborate with others, and execute projects.
- Demonstrated leadership in facilitating creative and durable solutions to complex issues involving multiple stakeholders and dimensions.
- Ability to lead or participate in group processes dealing with complex issues.
- Well-developed understanding of Alberta's economy and the economic impacts associated with the energy industry.
- Familiarity with Alberta and global natural resource development, energy, natural gas and hydrogen systems, and industry. Attention to detail, ability to prioritize, and a commitment to the Alberta Government's core values.
- Experience with energy policy development and strategic planning.
- Understanding of Provincial and Federal Government organizations and processes (e.g. stakeholder ministries, agencies, MLA committees, federal counterparts).
- Understanding of Government of Alberta business processes (e.g. ARTS, Ministerial Requests).
- Experience leading teams.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Leading or active contributing to complex, politically-sensitive, multi-ministry projects with significant implications for the GoA, industry, and other stakeholders.</p> <p>This position works within a very complex environment balancing the requirements of multiple ministries.</p> <p>This position requires an ability to investigate and develop multiple viable solution options, using input from different ministries, facilitate objective assessment of those options, and facilitate implementation of the chosen solution while maintaining effective working relationships across ministries, governments and provinces.</p>
Agility	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> E	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> </ul>	<p>Supporting major projects, strategy and policy development, this position will need to be able to anticipate change, seek alternate approaches, align resources and delivery result, usually within very tight deadlines.</p>

		<ul style="list-style-type: none"> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>This position is expected to look at the big picture and identify what is the best for Albertans align resources and achieve the desired result.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>The incumbent must have an ability to build, maintain, and positively contribute to a team-oriented work environment.</p> <p>Incumbent must have a developed understanding of the energy system and natural gas policy. This position must be able to align work of the unit to DoE and core NGSE branch files.</p> <p>Ability to optimize resources and to ensure the unit operates effectively and efficiently.</p> <p>Commitment to development, team building, continuous improvement and innovation.</p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder</li> </ul>	<p>The incumbent must consult and work with a broad base of stakeholders from a variety of backgrounds. As such, a well-developed understanding of energy restructuring and policy development, and the ability to address</p>

		relationships	complex interdisciplinary problems having substantive economic, environmental and social implications is essential.  The incumbent must develop synergies within the Branch and interface with other ministries, and partnership organizations.
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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