

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Economist

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

ESI/EIIS

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Economic Research

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position is necessary and critical to department processes as it provides technical support and expertise in the delivery of economic information and complex economic analysis and modeling to inform decision-making on a cross section of public policy options. The Economist provides analytical and modeling support in the planning and completion of complex economic modeling projects that entail current state analysis, economic impact analysis, financial analysis, benchmarking, environmental scanning, and econometric modeling. These analyses are critical in informing JEI on the economy, investment climate, related risk factors, and economic development opportunities and ultimately inform strategic decision-making and program/policy development.

Responsibilities

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

1. Conduct economic research and analysis to support the required current state assessment of industries, sectors and regions, providing a foundation for strategic decision-making.

Activities:

- Define scope, objectives, indicators, information and data requirements in support of current state analysis that provide a baseline for strategic decision-making
- Identify data needs and sources, and manage and oversee the design and maintenance of in-house databases and/or manage the procurement of databases needed for critical information
- Conduct analysis and identify opportunities in these sectors/industries based on the current state analysis
- Provide support and advice to stakeholders in the interpretation of the studies/current state analysis

2. Develop the methodology and perform economic impact analyses, economic/econometric modeling, government programs economic evaluation, cash flow/ financial and business case modeling that inform strategic-decision making and policy recommendations

Activities:

- Develop the appropriate theoretical, analytical and technical framework to facilitate the required economic analysis, modeling and business/economic research.
- Confirm assumptions with stakeholders to ensure that the analysis from the models are reasonable and has appropriate buy-in from the stakeholders
- Document the analysis by providing an analytical report that contains the results as well as the methodology.
- Provide support and advice to the stakeholders in the interpretation of the results and/or subsequent iterations of the models

3. Provide the necessary analysis for information requests, action requests and briefings

Activities:

- Respond to requests for economic/industry information and analysis originating from within government, from the media or from the public
- Analyze and synthesize qualitative and quantitative economic data from multiple authoritative sources, and prepare relevant written and oral interpretations of complex information to both technical and non-technical audiences
- Provide direct briefings to senior executive on area of expertise

4. Provide expert advice and assistance on the use and interpretation of economic/industry data from various financial, industry and economic databases, economic models, statistical methods, and analytical approaches

Activities:

- Provide advice/support on the use of data and models to stakeholders in ad hoc information requests
- Maintain up-to-date knowledge of related academic literature and most recent development
 - Maintain familiarity with trends, programs, policies, and economic tools in other relevant jurisdictions, industries and/or sectors

Problem Solving

Typical problems solved:

The Economist is primarily responsible for providing support in critical economic analysis and modelling to inform strategic decision-making and program/policy development. The role complexity and diversity not only includes providing the technical support in developing economic analysis and modelling approaches but also includes analytical support of relevant issues such as competitiveness, trade and investment attraction analysis. In addition, the Economist is expected to assist experts in other ministries in designing innovative, complex economic models.

Types of guidance available for problem solving:

The Economist works with considerable independence in dealing with highly technical, innovative, cutting edge and complex work, with numerous ambiguities (e.g., economic modeling, development of scenarios, strategy development). Considerable expert judgment is required. Guidance is mainly provided by the manager, director, inputs from the relevant stakeholders and direction from the Executive.

Direct or indirect impacts of decisions:

The job impacts a diverse range of internal and external client groups including:

- branches and divisions within JET,
- other ministries within the Alberta government,
- other levels of government, and
- external stakeholders within the province.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director and Assistant Deputy Minister periodically (as required) to provide technical support and explain economic impact briefings
- Director, Research and Economics (daily) to provide policy presentations and recommendations; provide background information to support and inform the Director's participation in various initiatives
- Manager, Economic Research (daily) to provide updates and raise awareness to emerging issues; receive direction; participate in team planning and reporting
- Fellow unit and branch staff (daily) to collaborate and inform branch initiatives; share information
- Subject matter experts across divisions and departments (as required) to collaborate on specific projects; provide technical guidance or advice; communicate regarding analyses and research results and broad economic development matters and risks
- Cross ministry initiatives / teams (as required) to participate in projects; lead/coordinate specific consultations; present ministry inputs; chair committee related to Competitiveness Report and/or Regulatory Benchmark Report and other key deliverables
- Other ministries and/or other branches across the division (as required) to maintain strong working relationships to share information; collaborate on initiatives; represent and influence others
- Federal government departments (as required) to seek leading practice; access existing tools and products and project inputs, data etc
- Community Stakeholders (as required) to engage research, industry and business stakeholders to inform policy and/ or strategy projects and industry stakeholders
- Policy organizations, research organizations (as required) to contact to access data as needed for projects; seek leading practices information
- Consultants (as required) to supervise their engagement on specific projects; collaborate on projects

Required Education, Experience and Technical Competencies

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

If other, specify:

Statistics, Econometrics, Business or closely related field

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

- Bachelor's degree in Economics, Econometrics, Statistics or related field and minimum two years' experience
- Economic and technical expertise and understanding of the structure and performance of the Alberta economy and an understanding of the Canadian and global economies.
- Knowledge of business, industry, export and investment development, competitiveness issues and their impact on the Alberta economy.
- Experience in economic research and developing economic studies
- Experience in developing and using complex economic models (e.g. input-output models, structural models, etc) and their application to inform decisions to support Alberta investments and job creation
- Knowledge of financial related analysis (e.g., cash flow analysis, ROI calculations)
- Thorough knowledge of a range of statistical and modeling techniques and of software programs (R, Python and others) for advanced analytics and econometric/statistical modeling
- Extensive knowledge of word processing, spreadsheets, Power BI, economic tools and applications (e.g., economic impact calculators); familiarity with relevant web-based technologies and AI.
- Extensive experience in using Statistics Canada data and database manipulation
- Working knowledge of divisional and departmental goals and objectives, including business plan objectives as well as working knowledge of provincial legislation and regulations affecting Alberta's business climate.

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 | | |
| Drive for Results | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system | |
| Creative Problem Solving | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's | |

| | | | |
|------------------|--|---|--|
| | | <p>perspectives and aware of own</p> <ul style="list-style-type: none"> • Contributes ideas for improving processes, and adapts existing practice to address problems | |
| Agility | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers | |
| Systems Thinking | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders | |

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

023PS75 Workplace Economist, JET