

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Economic Intern

Requested Class

Program Services 2

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

Econ Policy and Strategy, Econ Data and Analysis

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Econ Research

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Economic Intern will be provided an opportunity to learn and gain an overall understanding of the functions and responsibilities of the ministry of Jobs Economy and Trade. The Intern will support their division and ministry by providing analytical support for briefing notes, presentations, economic snapshots, e-scanning, literature reviews, data search and updates during their tenure. These analyses are critical in informing the ministry and ultimately contribute to decision-making and policy development.

Responsibilities

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

1. Prepare Economic Snapshots on the key economic indicators to support analytics, policy planning and informed decisions in the ministry.
 - Analyze and synthesize quantitative economic data from multiple authoritative sources, such as Statistics Canada and the Bank of Canada, and prepare relevant written and graphical interpretations of complex information for the audience of the Executive Team.

2. Provide analysis for information requests, action request and briefing notes.
 - Contribute to requests for economic information and analysis from within government.
 - 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.
 - Contribute to briefings to the unit Director.
3. Provide analysis for presentations and e-scanning.
 - Provide analysis of current economic data.
 - Contribute to the preparation of presentations for the Director on the current state of the economy and related topics.
 - Support ongoing and new research projects in the team.
 - Conduct an extensive literature review on the research and analytical projects.
 - Identify data needs and sources for ongoing and new the research and analytical projects.
4. Ad hoc research.
 - Maintain current knowledge of academic literature.
 - Provide advice/support to Economists and Senior Economists in information requests.

Problem Solving

Typical problems solved:

The Economist Intern is responsible for providing research into a topic identified by the ministry as a critical or emerging area of interest related to the mandate. They are also responsible for providing support in economic analysis to inform decision-making and policy development.

Types of guidance available for problem solving:

The Economist Intern will work with considerable guidance given the lack of work experience. While they are expected to take the initiative on assignments, they will have support from senior economists, as well as their manager and director.

Direct or indirect impacts of decisions:

The position will primarily impacts internal client groups including:
 -branches and divisions within the ministry, and
 -other ministries within the Government of Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Economic Analysis and Modelling (daily): provide background information to support and inform the Director's participation in various initiatives.

-Manager, Economic Research (daily): receive direction, provide updates on research and other work to receive feedback.

-Team Economists and Senior Economists (daily): collaborate and inform branch initiatives; share information; receive mentoring and coaching on research project.

-Assistant Deputy Minister and Executive Directors (end of term): present the work of their research project and receive feedback.

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 or closely related field

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

-A completed Bachelor's degree in Economics, Econometrics, Statistics, or related field. Current enrollment or recent completion of a graduate degree program in Economics, Econometrics, Statistics, or related field is an asset.

-An understanding of the structure and performance of the Alberta economy. An understanding of the

Canadian and global economies.

-Experience in economic research.

-Knowledge of statistical and modelling techniques, as well as software programs for econometric and statistical models.

-Thorough knowledge of word processing and spreadsheets.

-Experience using Statistics Canada data.

-Strong written and oral communication 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <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	
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 perspectives and aware of own• 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"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none">• Uses common sense and past experience to approach ambiguous problems	

		<ul style="list-style-type: none">• Prevents emotions from affecting others negatively• Looks for information on changes• Open to new ideas and helping co-workers	
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	