

New

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Policy Advisor

Requested Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Economic Development & Business Supports/BS/EED

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 Enterprise and Entrepreneurship Development unit advances specific policy initiatives to support entrepreneurs and small and medium-sized enterprises (SMEs) in Alberta, strengthens Alberta's business support ecosystem and leads the assessment and development of policy improvements to department legislation such as Alberta's Film and Television Tax Credit (FTTC) and the Investing in a Diversified Alberta Economy Act (IDAEA).

The Policy Advisor will be required to lead and support various research projects with competing priorities. The role will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis; and provide strategic and policy advice related to reducing barriers for entrepreneurs and SMEs, improve retention and strengthen the business support ecosystem in the Province. The incumbent is responsible for coordinating engagement with technical contacts within the department, across ministries, and with key stakeholders for the purpose of developing policy responses on relevant issues. The Policy Advisor also provides policy advice to program areas within the department responsible for supporting entrepreneurs, enterprises and business support activities.

Working closely with team members including the Managers and Directors in the branch, the Policy Advisor leads and supports projects and prepares strategic internal and external communications. This requires extensive problem-solving, systems-thinking, decision-making, relationship development and business communication skills. The Policy Advisor's technical, analytical and communication skills are essential to both the unit and the branch achieving their business plan goals in fostering solutions to address issues that enterprises, entrepreneurs and small businesses face, and promoting

Responsibilities

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

1. Conduct research and analysis to support developing strategies and policies that support Alberta's entrepreneurs and SMEs.

- Conduct research and analysis to help inform the planning, development and review of economic strategies, policies, programs and that seek to strengthen the support for entrepreneurs and SMEs in Alberta and for department specific projects on a proactive basis.
- Identify the drivers, constraints, and barriers for entrepreneurs and companies to succeed and contribute to Alberta's economic growth.
- Lead in the development of research reports and briefing materials on complex, sensitive and confidential economic issues, policies, and programs for senior leadership.
- Lead with responding to action requests for information around SMEs, entrepreneurship, and the FTTC program, and prepare and present briefing materials on these topics.
- Represent the unit at events and meetings relating to department work.
- Maintain, revise and update grants and programs as required.

2. Lead jurisdictional and environmental scanning to help inform the project planning and development related to enterprise and entrepreneurship.

- Identify emerging issues and trends and their potential impacts on Alberta's policies and programs.
- Research and analyze enterprise and entrepreneurship policies and practices in other jurisdictions.
- Critically review and synthesize new and existing literature on economic trends from a variety of sources (e.g., academic journals, industry publications, government policies and studies, books, media reports).
- Participate in divisional and cross-ministry meetings and assignments, as assigned.

3. Conduct research and analysis to support the assessment and development of policy improvements to department legislation, including FTTC and IDAEA.

- Assist in researching issues relating to the FTTC and IDAEA, as well as the development of briefing materials, as appropriate.
- Participate in identifying issues and opportunities based on analysis of quantitative data and qualitative industry intelligence from a variety of internal and external sources and formats.
- Analyze emerging issues and leading practices to develop policy options, recommendations, and risk mitigation strategies.

4. Represent the department's and Alberta's interests and priorities in all initiatives.

- Represent the department's views on enterprise and entrepreneurship issues while incorporating the broader cross-ministry and stakeholder views.
- Provide input and information to meet the objectives of the branch and division.
- Support committees or meetings and/or make presentations, as required.
- Meet with Manager, Director, Executive Director and Assistant Deputy Minister as required.
- Prepare Manager and Director for key meetings by ensuring appropriate materials are ready and distributed in advance of meetings and take minutes as required.
- Prepare briefing materials, action requests and speaking notes related to department work that are coherently argued and clearly presented.

5. Supporting project work to ensure timely project completion.

- Develop project charters, work plans, terms of reference, data standards and outcome measures to provide project support on initiatives.
- Coordinate and account for completion of assigned projects. Monitor and report regularly on the status, milestones, issues and concerns related to assigned projects.

Problem Solving

Typical problems solved:

The Policy Advisor will be required to lead and support various research projects with competing priorities. The role

will require a strong ability to perform jurisdictional, market, economic, and statistical research and analysis and provide strategic and policy advice related to reducing barriers for entrepreneurs and SMEs, and strengthening the business supports and investment-financing ecosystems in the province.

The issues dealt with are often complex and unique and require a high level of creativity and independent research to define issues, identify implications and develop appropriate solutions and recommendations. The incumbent is expected to maintain a broad view of the ecosystem and its strategic priorities when providing information, analysis, and planning advice. The position requires a high degree of professionalism and strong communication skills due to the level of interaction with both internal and external clients and complexity of workload.

The Policy Advisor researches, analyzes and evaluates data and information from a broad selection of resources to support the appropriateness of internal and external policies, programs, and projects proposed to increase economic development and job creation in Alberta and their likelihood of success. The information and analysis provided by the Policy Advisor must be substantiated, comprehensive and reliable. The incumbent must remain aware of relevant trends, issues and best practices across Canada and around the world to effectively analyze diverse economic and investment policy issues.

Types of guidance available for problem solving:

The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan. The Manager will provide general guidance, reviewing work for quality of analysis and research provided; recommendations and conclusions developed; and level of professional judgment demonstrated. However, the Policy Advisor is expected to function with a strong degree of independence.

Direct or indirect impacts of decisions:

The position coordinates and leads research, analysis and development of policy options and recommendations. Findings from research and analysis are foundational in assessing the direction, design, implementation and effectiveness of policies and strategies. Research and evaluation findings have the potential to directly inform policy options and recommendations and program development related to economic recovery, industry growth and investment attraction.

While some projects are long-term or ongoing, more often the Policy Advisor must respond or help to respond to a high number of requests for verbal or written information pertaining to specific programs or specific policies and issues. Some requests are very sensitive, and many have short turnaround times.

Key Relationships

Major stakeholders and purpose of interactions:

- Manager and Director - provide comprehensive research, analysis and interpretation of options to address Unit priorities within the realm of economic resilience with a focus on strategic initiatives; develop presentations, briefings and papers; provide intelligence to support their work.
- The position often represents the division or ministry in projects demanding expertise in policy, programs, and technical domains. Projects involve diverse strategically sensitive and complex issues and directly impact options and solutions that enable achieving the department's Business Plan.
- Other department branches - engage 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.
- Other ministries - collaborate on cross ministerial and cross divisional projects.
- External stakeholder groups and jurisdictions - consult and engage on projects to enable greater alignment and linkages; analyze and propose options and solutions.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Related degree (e.g, Business, Economics, Political Science, Public Policy or a relevant field)

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

- Minimum three years of experience, working in progressively more complex roles.
- Policy analysis skills. Thorough understanding of the policy development cycle and ability to effectively communicate policy analysis and recommendations.
- Strong research, planning and execution skills.
- Quantitative and qualitative analysis skills. Ability to apply research methods and analysis tools to identify issues, gaps and opportunities to address the issues.
- Project management and time management skills. Ability to manage multiple requests/competing priorities and meet tight timelines.
- Experience preparing and providing options analysis, reports, briefings and presentations in generating creative solutions.
- Have some relationship building and stakeholder engagement experience.
- Strong communication skills, both written and oral. Effectively helps and follows through on inquiries, requests, and concerns from colleagues, clients and stakeholders. Experience writing reports and/or briefing notes is considered an asset.
- Ability to function well in a team-based environment that demands a high level of interpersonal skills.
- Ability to foster good stakeholder relations with internal and external stakeholders. Able to request and evaluate information, collaborate with staff in the department and partner ministries, and problem solve/seek guidance when information is not supplied.
- Knowledge of business, industry, and economic drivers and trends and their impact on the Alberta economy.
- Have practical knowledge on economic, statistical, cross-jurisdictional cost benefit analysis.
- Possess detailed understanding of economic development concepts and matters.
- Possess a big picture systemic approach to assess impacts and conclusions through research and analysis.
- Good time management skills with the ability to coordinate multiple projects.
- Competency with the use of computers and Microsoft applications including Word, Excel, PowerPoint, Outlook, Sharepoint and Teams.
- Demonstrate the APS values and competencies.

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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight:	Position is expected to independently execute research projects that support economic policy

		<ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>priorities, which are multi-faceted and may not have precedents. The incumbent should resolve issues that arise or recommend a proposed path for resolution.</p>
Systems Thinking	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>In developing policy responses, this position must consider the larger international, national, and provincial policy context and how it affects Alberta economic policy interests, as well as the impact of current choices on future policy decisions.</p>
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>This position often works in grey policy areas; situations and obstacles encountered are often nebulous without a clear path to resolution. Circumstances can often change quickly, so need to be able to adapt and refocus.</p>
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<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.</p>
Develop Networks	○ ● ○ ○ ○	<p>Works on maintaining close relations with all stakeholders:</p>	<p>This position must maintain strong cross-departmental</p>

