

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Manufacturing Industry Relations

Current Class

Manager (Zone 2)

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Industry and Defence Strategy Branch

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

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:

The Ministry of Jobs, Economy, Trade and Immigration leads the efforts to grow Alberta's economy by delivering strategic programs and services to support Alberta's entrepreneurs and job creators, attract investment, grow trade and ensure Alberta has an innovative and competitive business environment.

The Economic Strategy and Investment (ESI) Division provides intelligence, analysis and engagement to inform the development of policies, strategies and initiatives that support the government's broad-based economic and industry focused goals. In addition, the ESI Division directly advances and supports Alberta's objectives to be a highly competitive destination for job-creating international/domestic investments through effective and client centred programs and policies.

The Industry and Defence Strategy Branch supports industry growth by developing economic policy, identifying industrial opportunities and working with stakeholders to develop and implement initiatives that further broad-based industry competitiveness and diversification. The Industry Relations unit is a client-services focused unit that serves as an interface between government and industry stakeholders. The unit a) provides advice to elected and senior officials, b) provides sector-based industry intelligence and analysis, and c) investment concierge services to support large-scale industrial projects and investments.

Reporting to the Director, Industry Relations, the Manager, Manufacturing Industry Relations is responsible for providing leadership and strategic direction to a team of professional staff to: engage stakeholders to identify industrial opportunities, define challenges and develop solutions; gather and analyse industry intelligence to inform government policy, programming and strategy; lead delivery of pathfinding supports for businesses to government programs, information, contacts and resources, and coordination of customized concierge services to select large business investors. The manufacturing sector can be wide-ranging, including steel manufacturing, processing, agricultural product manufacturing, energy manufacturing, food processing, among others.

Responsibilities

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

Stakeholder Engagement:

This leadership position focuses on building industry networks and maintaining collaborative stakeholder relationships by providing direction and guidance to staff to achieve an efficient and effective industry outreach to advance industry growth and enhance sector competitiveness.

- Lead a systems approach to the development and maintenance of strategic networks and industry relationships across a broad range of stakeholders (e.g. private sector executives, economic development agencies, industry associations, academic institutions, other levels of government).
- Guide the development of stakeholder engagement strategies. Provide strategic advice to elected officials and senior leadership to ensure positive industry stakeholder engagement.
- Communicate GoA perspectives with external stakeholders through frequent and effective open communication and seek feedback and insight that can help inform economic strategies, industrial policy and program development.
- Manage the delivery and cross-ministry coordination of comprehensive concierge services for large investors with complex barriers to final investment decision.
- Provide direction for delivery of pathfinding supports to businesses to access GoA expertise, programs, contacts, resources and services.
- Lead the team's participation in cross ministry, other levels of government and external working groups, committees to share information and provide sector expertise and guidance on emerging issues and economic development opportunities.
- Lead and support industry focused projects that foster economic growth and competitiveness, stimulate investment and drive job creation.

Policy / Program Support:

- Work collaboratively with colleagues providing input on industry policy and program development; gather

stakeholder feedback on new policies and programs, and raise issues, providing options for resolution.

- Manage the acquisition, analysis, interpretation and presentation of industry information and intelligence.
- Contribute to the development and implementation of manufacturing sector strategies, policies and programs.
- Provide direction to staff for the management of project based contracts and grants. Ensure due diligence and adherence to the terms and conditions of the agreement, and monitor ongoing grant recipient reporting and financial administration.
- Manage formal and informal stakeholder engagement mechanisms to seek insight, perspectives and industry feedback that can help inform the development and implementation of relevant sector strategies, policies and programs.
- Build collaborative environments and strategic communication networks with partner ministries to ensure alignment of department priorities and GoA strategic direction.

Leadership / Mentorship / Employee Development:

- Lead the team in a strong systems thinking approach to identify implications, options and the strategic impact of decisions, recommendations, within an integrated cross ministry governance environment.
- Support staff in identifying innovative and effective engagement approaches by anticipating stakeholder reactions, to manage issues and relationships effectively.
- Participation in branch and division strategic planning and staff engagement sessions.
- Provide leadership, advice, guidance, and direction to staff to effectively meet the unit goals, driving towards the successful achievement of outcomes for the branch, division and ministry.
- Support staff in their professional development goals by providing regular feedback, mentorship, and supporting opportunities for training and project assignments where possible.
- Provide strategic leadership, advice, analysis and recommendations to the Director, Industry Relations, and undertake acting responsibilities on behalf of the Director as required.
- Collaborate with other program area leaders to build and sustain open and effective communication channels and mechanisms for information sharing, ensuring connection between policy, stakeholder engagement, and program delivery.
- Demonstrate Alberta Public Service Values of Respect, Accountability, Integrity and Excellence and; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; foster a positive and inclusive workplace.

Unit / Branch Administration:

- Lead regular team and one-on-one meetings, and other performance management activities as required to manage staff and provide guidance.
- Conduct general branch support activities such as managing time sheets, expense reports, budget tracking, resignations, recruitment, and departmental and branch meetings.
- Triage all priorities and assign resources as appropriate to ensure deadlines are met.
- Create project plans and oversee the tracking and development of multiple concurrent projects.
- Provide leadership for branch and unit planning and reporting.

Information Requests / Action Requests / Briefings:

- Manage the the assignment, review and completion and provide direction for various action requests, briefings, advice and presentations by assigning appropriate resources, reviewing content and providing feedback to ensure accuracy, completeness, relevance and strategic framing.
- Seek clarification and input from various program areas and other ministries to ensure a cohesive response to all requests.

Problem Solving

Typical problems solved:

This position works with an array of stakeholders seeking support for development. The needs may go beyond what GoA programs are able to support. Broad knowledge of the entire economic development ecosystem is required to enable the interpretation of competing interests and formulation of solutions.

Mitigation: Develop strong relationships across various program areas, levels of government and development agencies to be able to provide stakeholders with connections to programs and options

available, providing holistic support. Keep up to date with program changes to ensure stakeholders are matched to accurate information and relevant opportunities. Identify service gaps to JETI policy and program areas.

This position works with various stakeholders that may have competing priorities and complex requirements.

Mitigation: Work alongside unit staff to help coach and navigate through complex and difficult stakeholder discussions. Provide support to unit staff to develop the skills to handle issues on their own.

The Manager often operates under accelerated or compressed timelines with significant influence by external stakeholders.

Mitigation: Develop strong strategic thinking skills to be able to look at problems from a higher level and provide solutions and guidance accordingly. Maintain flexibility in daily tasks to enable adaptability to achieve tasks that arise with little notice. Set expectations with stakeholders in advance and build capacity within the team to assist with activities.

The Manager may receive action requests or other assignments that lack clarity or supporting details.

Mitigation: Be familiar with past requests and assignments that may set precedent and enable greater clarity for the team. Seek guidance from the Director as required and prepare potential solutions in advance. Maintain transparency throughout the team to share information with staff in a timely manner.

Types of guidance available for problem solving:

This position is expected to operate with a high degree of independence and requires the ability to analyze and apply professional judgment to solve complex, often highly sensitive and emerging issues, where at times no framework or parameters are available to manage the issue. The Manager should use the department's annual business plan and Minister's mandate to ensure that unit work is aligned with operational and strategic outcomes and objectives. The Manager should reference relevant legislation, policies and processes as well as stakeholder perspectives for guidance and support for decision making. Guidance is available from the Director, Executive Director, and Assistant Deputy Minister on overly complex issues or politically sensitive matters.

Direct or indirect impacts of decisions:

This position contributes to the development of programs and strategies that impact the ministry's ability to achieve its economic growth, investment attraction, diversification and job creation mandate. This position must have a strong understanding of all relevant programs and priorities and stakeholder perspectives and potential impacts to provide accurate advice in support of industry growth objectives. The position supports the shared goals of internal and external stakeholders. The Manager's decisions have direct impact on staff work assignments, staff engagement, overall operation of the Unit, and may impact the flow of resources to stakeholders. Decisions by the Manager and team have a direct impact on businesses and their decisions to invest, grow and operate in Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

- Director(s), Executive Director(s) and ADM: To provide advice, recommendations and support as required to the Industry Relations Director, other directors across the division, Executive Director and other Executive Directors across the division, and to the ADM. Complete tasks on an as needed basis. Provide required reporting.

- Unit staff: To provide guidance and day to day support on various tasks. Assign roles and responsibilities and ensure clarity of requests. Assist with challenging stakeholder discussions as needed.

-Staff in other department business units: To consult and collaborate on action requests, stakeholder engagement, and to share information. To enhance alignment and coordination of work across program areas.

- Economic Strategy and Investment Division: To provide input and recommendations on policies. Share stakeholder feedback and elevate concerns that require attention. Support the development and

implementation of policies and strategies.

-External stakeholders: industry associations, organizations, economic development organizations, academic institutions, other levels of government: To collaborate with administrators, industry officials, association executives to provide specific information to improve program development and policy enhancements.

- Federal stakeholders (e.g., PrairiesCan), funding agencies, and economic development organizations: To discuss and leverage policies and programs that align with those of GoA. Maintain ongoing relationships to ensure awareness of programs and funding services. Provide referrals when appropriate.

-Alberta SMEs and large companies in key sectors: To garner industry intelligence and insights. To provide input, advice, and navigational guidance (pathfinding) to GoA programs, information, contacts and resources.

- Executives of large business investors: To understand opportunities and challenges for investment and growth. To deliver and coordinate customized concierge services to address complex issues requiring cross-ministry solutions.

Required Education, Experience and Technical Competencies

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

If other, specify:

Arts, Public Administration

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

- Knowledge of manufacturing and processing sectors, and a strong awareness of emerging issues, industry and market trends, challenges, and opportunities.

- Knowledge of economic development practices, industry drivers for economic growth and investment, and economic trends provincially, nationally and globally.

- Strong working knowledge of government decision making, policy and program development. The position must have the ability to understand the ministry's priorities and delivery processes including legislation, regulations, policies and programs.

-Strong ability to successfully establish, maintain and enhance effective stakeholder networks and relationships internally within the ministry, across government, and externally with industry and the economic development ecosystem.

-Experience managing staff with a demonstrated commitment to create, support and sustain a team environment that enables, motivates and empowers staff to achieve positive results and outcomes.

-Sound knowledge of project management approaches and experience leading a variety of project teams to successful achievement of objectives.

-Strong written, verbal, and interpersonal 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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues:	This position is required to identify solutions to various challenges that

		<ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	have no set precedent. Must seek information from internal and external stakeholders and consider all perspectives before generating potential solutions.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	This position must maintain a long term and holistic view for organizations seeking assistance and information. Must provide information that will enable long-term success and provide referrals to relevant agencies.
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	This position is required to work in an environment that is not always predictable. Must work with unit staff to source and path find information in a timely manner, anticipate outcomes, and adjust behaviors accordingly.
Develop Networks	○ ○ ○ ● ○	<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 	This position works closely with various external stakeholders to provide relevant information. Must maintain strong relationships with internal GoA program

		represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	areas to ensure a thorough understanding of programs and services.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	This position is required to work directly with unit staff and provide mentoring, training, and overall support. Must create a team atmosphere and work with staff to provide professional development opportunities in line with their interests.

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

DM Name

Date yyyy-mm-dd

DM Signature