

Update

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Program Officer

Current Class

Program Services 2

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Econ. Development and Business Supports, RNED

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Strategic Initiatives

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-13

Responsibilities Added:

-Conduct research and analysis to support the participation of the Northern Development Supports unit in cross-government collaboration (for example, participation in working groups related to the mandate of NDS and NADC).
-Provide input from an NDS perspective to inform the development of northern development policy.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration (JETI) supports economic development, promotes trade and investment, attracts skilled workers and promotes safe, fair and healthy workplaces.

The Economic Development and Business Supports (EDBS) Division is focused on driving the Ministry's economic development agenda through policies, strategies, and programs that help to create jobs and diversify Alberta's economy. The Regional and Northern Economic Development (RNED) Branch is responsible for supporting regional economic development by providing tailored services across the province; conducting research, analysis and policy advice to stimulate economic development across Alberta's regions; designing and delivering northern development programs such as the Northern Alberta Development Bursary program; and providing agency governance and secretariat support to the Northern Alberta Development Council (NADC).

Reporting to the Manager, Strategic Initiatives, the Program Officer is responsible for ensuring that agency governance requirements are met by the NADC, developing materials to support the operation of the NADC, contributing to cross-government collaboration on northern development issues, conducting research and analysis on northern issues and programs, and ensuring that northern-focused programs within the department are designed and delivered effectively. The position also supports the development and implementation of evaluation and performance monitoring frameworks in relation to JETI's northern programming.

Responsibilities

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

Agency Governance - NADC

- Support the development, implementation, evaluation and continual enhancement of guidelines and processes pertaining to accountability and governance requirements of NADC (e.g. recruitment, appointments, Mandate and Roles Documents), ensuring alignment with relevant legislation and policies.
- Complete environmental and jurisdictional scanning related to JETI and NADC's priorities.
- Work with NADC, JETI and GoA representatives to support strategy implementation where a strong NADC connection exists (e.g. economic corridors) to ensure that NADC's perspective is considered.

Design, Delivery and Evaluation-Northern Development Programs

- Conduct environmental and jurisdictional scanning relating to NADC and JETI's priorities to influence overall strategic direction.
- Support the design, delivery and evaluation of northern development programs (NADB program and potential future programs) (e.g. research and analysis on northern issues and programs, tracking deliverables, updating program guidelines, and reviewing applications).
- Support performance monitoring, measurement and evaluation of northern development programs.
- Contribute to JETI achieving its regulatory requirements count reduction; identify red tape reduction (RTR) opportunities in legislation, policies and forms; monitor department and NADC RTR count; and, ensure RTR principles are incorporated into new programs and services.

Strategic Engagement:

- Respond to requests for NADC-related information from Albertans, Minister's Office and throughout the Ministry, other ministries, internal and external stakeholders.
- Manage a network of relationships with JETI divisions and other ministries.
- Conduct research and analysis to support the participation of the Northern Development Supports unit in cross-government collaboration (for example, participation in working groups related to the mandate of NDS and NADC).
- Demonstrate Alberta Public Service Values of Respect, Accountability, Excellence, and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and foster a positive and inclusive workplace.

Unit / Branch Administration:

- Support the development, monitoring and reporting of the unit's contributions to the annual operational plan, budget and forecasting, business continuity plan, and other accountability requirements.
- Support the development of responses to Access to Information Act requests and preparation of reports as required for Public Accounts, Committee of Supply, etc., as required.

Information Requests / Action Requests / Briefings:

- Prepare reports, Action Request responses and briefings for senior leadership as directed by the Manager.
- Provide input from an NDS perspective to inform the development of northern development policy.

Problem Solving

Typical problems solved:

This role is responsible for working with the Manager to identify all the Government of Alberta (GoA) requirements as outlined in the governance framework specific to NADC and the broader work of the branch and implementing processes for tracking and monitoring these requirements.

Creative problem solving skills are required to gather relevant information to understand the problem, assess the options to resolve the problem and provide a recommendation to the Manager to reach a suitable resolution.

Problems that arise frequently need to be addressed with policy or processes to ensure continuous improvement in governance and accountability.

Types of guidance available for problem solving:

Guidance comes from the Manager, however the Program Officer is expected to conduct research and analysis to support the resolution of problems. Support for decision making includes: government mandate and priorities, the department's Business Plan, legislation (APAGA, NADC Act, Financial Administration Act), broad objectives established by executive, ministry and government leaders; input from senior managers and executive leaders with relevant expertise; and existing policy.

Direct or indirect impacts of decisions:

The Program Officer supports decisions pertaining to NADC accountability and program development which must align with overall ministry and government direction, legislative frameworks and strong awareness of mandates, priorities and desired outcomes in the context of overall provincial priorities.

Any breakdown in relationships, or reporting processes and timelines, may have significant political and financial repercussions for JETI and northern partners.

Key Relationships

Major stakeholders and purpose of interactions:

- **Manager:** To provide strategic advice and guidance on issues; provide interpretation of reports and recommend paths forward; participate in the planning and reporting of the division; respond to specific queries.
- **Colleagues across the branch:** To manage Action Requests and collaborate on initiatives across the branch.
- **Other ministries (e.g., Public Agency Secretariat, Transportation and Economic Corridors):** to obtain information and guidance from other ministries, as needed.

Required Education, Experience and Technical Competencies

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

If other, specify:

Equivalent related experience considered on the basis of 1 year of experience for 1 year of education

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

- A relevant Bachelor's degree is preferred and is considered an asset. Equivalences will be considered.
- Knowledge of government's role, structure, policies and processes, particularly those related to northern development programs, APAGA, the Public Agency Governance Policy, and the NADC Act, is considered an asset.
- Analytical, research, and investigative skills, including ability to synthesize and analyze information obtained from broad and varied sources.
- Excellent conceptual, analytical and problem solving skills; ability to summarize and synthesize complex materials, identify key issues and develop responses and solutions.
- Strong research and project management abilities.
- Excellent written and verbal communications skills, including the ability to clearly convey complex ideas in understandable terms to a variety of audiences.
- Excellent interpersonal skills, including an ability to build relationships with a mix of stakeholders.
- Ability to work independently and be a team player.
- Ability to manage multiple priorities with sometimes limited direction.
- Ability to adapt to change and prioritize multiple responsibilities.
- Commitment to confidentiality, continuous improvement, adding value, and innovation.

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 	The key role of this position is to ensure the work of northern development is reflected in government priorities. It is essential to understand the roles of each actor (JETI, other departments, NADC) and their connectivity to be effective in the role.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change 	Agility is critical in supporting the ministry and NADC in adjusting approaches to meet governance and accountability needs in alignment with PAS,

		<ul style="list-style-type: none"> • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	branch approaches and NADC needs.
Develop Networks	○ ● ○ ○ ○	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	Maintains relationships with a network of internal and external stakeholders, including NADC, JETI divisions and other ministries.
Build Collaborative Environments	○ ● ○ ○ ○	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Develop and maintain positive and collaborative relationships with key individuals across the ministry and government in order to work together to track and meet deadlines for deliverables.</p> <p>As northern development touches on the mandates of multiple ministries, this position will have a relationship not only within JETI but with NADC and other ministries.</p>

Benchmarks

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

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