

Open to the Public
Trade & Economic Policy Advisor

Department of Economic Growth, Tourism & Culture
Location – Atlantic Technology Centre, Charlottetown

Full-Time Temporary (Excluded) Position
(Commencing December, 2020 for approximately fourteen months)

The purpose of this position is to coordinate the Economic Growth, Tourism & Culture (EGTC) Ministry's involvement with and contribution to various federal/provincial/territorial initiatives, as well as to provide leadership for economic and domestic and international trade activities. Duties include but are not limited to:

- Coordinating EGTC policy and planning activities on trade and economic matters;
- Involvement on various committees and working groups at the pan-Canadian and regional levels;
- Consulting where necessary with representatives of other departments;
- Performing analysis, determining impacts of policy options for PEI, formulating recommendations, identifying potential processes for implementation;
- Preparing and submitting provincial feedback on reports, strategies, research and policy options;
- Preparing speaking notes/briefing notes as may be required;
- Conducting research and analysis of key economic indicators including export trends for the PEI economy as well as the development of a departmental report card to track and measure the economic impact of policy decisions;
- Providing economic and policy advice to the Deputy Minister, Minister and others as required;
- Implementing provincial commitments in domestic trade agreements (Canadian Free Trade Agreement, Atlantic Trade and Procurement Partnership and others as required);
- Co-leading on the Regulatory Reconciliation and Cooperation Table including consultation with industry and negotiate with other FPT governments to improve the business environment for Island companies;
- Serving as PEI trade representative and co-lead with other line departments on various working groups relating to trade;
- Working jointly with Executive Director, Economic and Population Growth to represent the interests of PEI for international trade negotiations (including the North American Free Trade Agreement, Canada-European Union, Canada-China, Canada-Pacific Alliance; Canada-ASEAN; and other negotiations or agreements as required);
- Consulting with PEI business community to identify key issues, concerns or interests in various trade negotiations;
- Proactively identifying key trade and economic trends which may impact PEI businesses;
- Legislative Coordinator duties and activities at the departmental level;
- Other related duties as required.

Minimum Qualifications:

- Must have a Master's degree in business, economics, political science, or other related field, including training in international relations.
- [Demonstrated equivalencies will be considered.](#)
- Must have experience in trade and/or policy development.
- Knowledge and understanding of government and government structures, and knowledge of intergovernmental relations.
- Strong analytical, conflict resolution, and strategic thinking skills.
- Strong communication and leadership skills.
- Good research, database, writing, presentation, coordination and interpersonal skills.
- Must be able to work evenings and weekend when required.

Other Qualifications:

- Experience in federal/provincial/territorial relations would be an asset.
- Experience negotiating trade agreements, or other negotiation experience would be an asset.
- Legal training would be an asset.
- Bilingual (English/French) would be an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$35.76 - \$44.70/hour (Level 20 Excluded)

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 143459

Closing Date: December 7, 2020 @ 5:00pm

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. **You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs.** Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.