

EDMONTON

Licensing & Policy Analyst Job Number: 17166

The Licensing Section of the Current Planning Branch has an excellent opportunity for an individual with confirmed skills and background in analyzing public administrative processes, policies and legislation in the context of municipal licensing. Responsibilities include:

- Contributing to the development of policy and its review in response to identified organizational needs and legislative imperatives
- Working collaboratively to implement legislative, technological, and financial solutions in a public administrative environment
- Managing the licensing program including performing licence reviews
- Preparing council reports and presentations
- Acting as a change agent to improve business operations and mitigate risks in new process introductions
- Providing information - as a definitive source of licensing bylaws and their application - to customers, the administration, and the public
- Studying data, analyzing processes and trends and independently managing a number of projects and initiatives

To visualize what it is like to be on our team, visit [The City of Edmonton Talent Hub](#).

Qualifications:

- University degree in Public Administration, Public Sector Management, Law, Policy Management or related field
- A minimum of four (4) years directly related working experience including researching, composing and presenting reports, analyzing legislation and work processes is required. Experience with a municipal government or public administration is preferred
- Demonstrated proficiency in Microsoft Word, Access, Excel and Gmail
- Strong research and analytical skills with proven abilities in gathering, consolidating and synthesizing information, and presenting evaluations
- Proven competency in writing/drafting correspondence, policy, reports, strategy papers and communication materials
- Knowledge of departmental, civic and governmental policies and regulations affecting the work assigned is beneficial
- Proven ability to work independently, perform special assignments and function across disciplines and areas of expertise
- Supervisory experience is an asset
- The successful candidate will be required to obtain a satisfactory Edmonton Police Service Police Information Check Certificate from the Police Information Check Section located at #108, 14315 118 Avenue. This can usually be obtained with only a single visit to the Police Information Check Section

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program

Salary Range: 21M, Salary Grade: 030, \$40,319 - \$50,946 (Hourly); \$71,032.00 - \$89,754.12 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. This union contract is currently under negotiation.

General:

- Applicants may be tested
- Civic Service Union 52 members are asked to send a copy of their application to the union office
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extraprovincial credentials at www.newwestpartnershiptrade.ca/.

Recruitment Consultant: IA/MG

Classification Title: Methods Analyst II

Posting Date: Apr 7, 2014

Closing Date - 11:00 p.m. MST on: Apr 21, 2014

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Licensing (Sustainable Development)

Work Location(s): HSBC Bank Canada Building, 10250 - 101 Street Edmonton T5J 3P4



Want to apply? Need more details? Visit www.edmonton.ca/careers

Or <https://edmonton.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=17166&JB-10535>

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.