

EDMONTON

Senior Policy Advisor Job Number: 15209

Revised: Salary Range

Are you a strong communicator with a commitment to collaboration? Are you a big picture thinker who knows that the details matter? Do you have the flexibility to manage emerging issues in a fast-paced work environment, all the while successfully advancing longer-term projects and priorities? If so, this opportunity may be for you.

City Council has charted an ambitious vision for Edmonton through The Way Ahead, and as Senior Policy Advisor with the Intergovernmental and External Affairs Branch, you will be expected to apply your skills to helping advance the strategic goals that underpin Council's vision. Working with the different orders of government and major external stakeholders, you will support the Chief Advisor and other senior leaders in the Intergovernmental and External Affairs Branch with various initiatives to advance the City of Edmonton's priorities and interests. Specific responsibilities may include:

- Provide strategic advice to the Chief Advisor and other senior leaders on intergovernmental and external affairs issues and act as a facilitator of policy coordination within the City
- Work collaboratively with departmental staff across the corporation, the Corporate Leadership Team (CLT) and, as directed, members of Council to advance City priorities with other orders of government and key external stakeholders including initiatives on capital projects, legislation development and/or amendments, or activities/events
- Develop and foster relationships with key officials with the different orders of government, with CLT and with the extended management team to support the advancement of City priorities
- Represent the Intergovernmental and External Affairs Branch at meetings with diverse groups such as the federal, provincial and municipal orders of government, associations and other external stakeholders
- Support effective advocacy at external meetings with City officials and CLT
- Analyze relevant trends/data and gather information on the policies and actions of other orders of government, performing ongoing environmental scanning on issues and trends with an intergovernmental or external affairs dimension
- Develop proactive and innovative strategies, business processes, policy options and negotiation tactics to support the advancement of the City's strategic priorities
- Undertake and coordinate intergovernmental research projects to build business cases for the City based on best practices, current academic research and industry trends

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

Qualifications:

- Completion of a University degree, preferably at Masters level, in Political Sciences, Economics, Sociology, Public Administration, Business Administration, Urban Planning, Arts or related field
- A minimum of seven (7) years of progressively responsible experience in strategic policy development and implementation within the municipal, provincial or federal orders of government, including experience working with elected officials
- Comprehensive understanding of the municipal government structure and workings as well as strong familiarity with the political and administrative functioning of other orders of government
- High level awareness of current trends/issues in federal and provincial governments, other municipalities, academic research and "think-tank" organizations
- Strong business and political acumen to support various situations and respond appropriately to unanticipated issues with innovative solutions
- Ability to create and foster relationships with individuals representing various government departments and major external stakeholders
- Strong initiative and proven ability to adapt to changing priorities and circumstances
- Strong problem solving and analytical skills to support opportunities that cross political boundaries and to form linkages to leverage these opportunities
- Strong written and verbal communications skills

Hours of Work: 36.90 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: 91M, Salary Grade: PT3, \$79,135 - \$113,049 (Annually)

General:

- Applicants may be tested
- 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 Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca/

Recruitment Consultant: IA/JS

Classification Title: Senior Policy Advisor

Posting Date: November 26, 2013

Closing Date - 11:00 p.m. MST on: December 6, 2013

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

Union : Management

Department: Intergovernmental & External Affairs (Office of the City Manager)



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

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.