



Make working for
The City work for you.



Senior Policy Advisor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Senior Policy Advisor, you will identify and deliver on solutions for complex, unique and controversial policy problems that involve significant research, competing stakeholder interests, and operational and legislative constraints to ensure that the property tax and assessment system is fair, equitable, efficient, and responsive to Calgary's local context. Primary duties include:

- Develop and execute plans to engage diverse stakeholders on identified policy problems to solicit input & feedback, generate buy-in and collaborate on shared solutions for consideration by Council and/or provincial government.
- Draft formal correspondence, policy submissions, key messages and supporting information on key issues and advocacy priorities.
- Conduct research and manage inputs from various sources, draft memos, reports and presentations, and make well-reasoned recommendations to Senior Administration and Council as required.
- Steward the development, review and implementation of Council policies.
- Contribute subject matter expertise to project teams and working groups, provide research, data & analysis to support evidence-based decision making.
- Research and analyze emerging or ongoing issues related to property assessment & tax and proposed use of assessment & tax policy options/tools with regard to tax policy principles, economic concepts, and Council direction.
- Monitor for legislative, regulatory and policy changes; disseminate information & analysis as appropriate.
- Send requests and prepare responses to share information and collaborate with other municipalities/assessment jurisdictions.

Qualifications

- An undergraduate degree in Public Policy, Public Administration, Economics, Political Science or related field.
- At least 5 years of related experience in policy analysis, policy development, government relations and/or stakeholder engagement.
- Working knowledge of government practices and governance processes will be considered an asset.
- Working knowledge of key issues and concepts related to property assessment and tax is an asset.
- Experience or training with qualitative and quantitative research and analysis, including cost-benefit analysis, economic analysis, and policy/program evaluation would be an asset.
- Ability to navigate a complex, politically dynamic and ambiguous environment with multiple stakeholders and competing priorities is critical to this position.
- Excellent communication, facilitation and presentation skills as well as the ability to build relationships and collaborate with groups and individuals with divergent points of view to build consensus, credibility and trust.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 2 Permanent
Compensation: Pay Grade 12 \$43.33 – 57.93 per hour
(2022 Rates)
Hours of work: Standard 35 hour work week
Audience: Internal / External

Business Unit: Assessment and Tax
Location: 2924 11 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: September 26, 2022
Job ID #: 306239

Apply online at www.calgary.ca/careers